



PhD Programme

Handbook 2011-2012

Faculty of Arts & Human Sciences
Department of Sociology

Introduction

Welcome to the Department of Sociology at the University of Surrey. The Department has around sixty research students at any one time enrolled for postgraduate research degrees on either a full or a part-time basis. This handbook provides information about the Department and the processes involved in obtaining a higher degree. It includes details of facilities available to research students, the supervisory relationship, preparing your thesis, the PhD confirmation process, procedures for suspension or extension of registration, and a copy of the University's Regulations. The final sections include information about the research interests of academic staff in the Sociology Department.

The Doctoral programme provides PhD (Doctor of Philosophy) and MPhil (Master of Philosophy) degrees, which build on the Department's well established social research training at Masters level and active research in the Department (see <http://www.surrey.ac.uk/sociology/>). Doctoral students who have not taken the equivalent of an ESRC-recognised Masters in social research methods take relevant modules from the MSc in Social Research as part of their doctoral training. Studying for these MSc modules provides the appropriate background knowledge to enable students to produce a well-designed and appropriately analysed thesis.

About half of students pursue a doctorate on a full-time basis, usually with funding from the South east DTC (formerly direct ESRC studentships), the Faculty Research Support fund, or other sources and complete their doctorate within three to four years. Doctoral students studying part-time are often self-funded and typically take five years to complete their theses. Doctoral students come from a variety of professional and personal backgrounds, and about one fifth are from European or other countries. Details of current and recent doctoral research in the Department can be found at: <http://www.surrey.ac.uk/sociology/research/doctoralresearch/>

Postgraduate research students are expected to enter into the intellectual life of the Department. For example, students are encouraged to attend the Department's programme of seminars held on Wednesday afternoons, in which Departmental and guest speakers present and discuss their current research in a relatively informal setting.

Prospective or current doctoral students with any queries or concerns should not hesitate to contact me: **l.p.cooke@surrey.ac.uk**.

Prof Lynn Prince Cooke

Postgraduate Research Director

September 2011

Table of Contents	Page No.
Contacting the Department	5
1. The University and the Department of Sociology	6
1.1 The University of Surrey	
1.2 The Department of Sociology	
2. Applications and Admission to Research Degrees	8
2.1 PhD and MPhil Degrees	
2.2 Full- and Part-Time Research	
2.3 Collaborative Doctoral Programme	
2.4 Admissions Policy and Studentships	
2.5 International Students	
2.6 Appointment of Supervisors	
3. Relevant Committees	11
3.1 The Postgraduate Research Committee (PGRC)	
3.2 The Departmental Research Committee	
3.3 Research Degrees Committee	
3.4 Faculty Postgraduate Research Committee	
4. Formal Structures, Procedures and Regulations	12
4.1 Reviews of Progress	
4.2 Training	
4.3 The PhD Confirmation Process	
4.4 Continuing Students	
4.5 Extension of Registration	
4.6 Suspension of Registration	
4.7 Grievance and Complaints Procedures	
4.8 Teaching and External Activities	
4.9 Ethics	
4.10 Risk Assessment and Health and Safety in Research	
4.11 Disabilities and Special Needs	
5. The Supervisory Relationship	22
5.1 The Responsibilities of Supervisors	
5.2 The Responsibilities of the Student	
6. Training, Research and Transferable Skills	24
6.1 Modules from the MSc Programme	
6.2 Workshops in Advanced Methods	
6.3 Spring Day School	
6.4 Postgraduate (Tuesday) Pro-Seminars	
6.5 Day Courses in Social Research and CAQDAS Courses	
6.6 Postgraduate Residential Conference and Day Conference	
6.7 Departmental Seminars	
6.8 PhD Discussion Group	
6.9 University Postgraduate Skills Development Programme (PGSDP)	
6.10 Centre for Educational and Academic Development	
6.11 Other Modules	
6.12 Language Courses	

7.	The Sociological Community	28
8.	Preparing and Presenting Your Thesis	29
	8.1 A Framework for a Thesis	
	8.2 Consultation of Theses and Copyright	
	8.3 Literature from Library on Writing Theses	
	8.4 Academic Misconduct and Plagiarism	
	8.5 Length and Content of MPhil and PhD Theses	
	8.6 Preparing a Thesis, Format and Layout	
	8.7 Submitting the Thesis for Examination	
	8.8 The Viva Voce Examination	
	8.9 Publication Guidelines	
9.	University of Surrey Student Charter	35
10.	University Regulations for Postgraduate Research Degrees	38
11.	Academic Integrity - Postgraduate Students Undertaking Research	54
12.	Departmental, University and Library Facilities	61
	12.1 Departmental Facilities	
	12.2 Sociology Research Library	
	12.3 University Library	
	12.4 Computing	
	12.5 Accommodation on Campus	
13.	Communications	64
	13.1 Notices, Messages and Internal Mail	
	13.2 External Mail	
	13.3 Telephones	
	13.4 Faxes	
	13.5 E-mails	
	13.6 Addresses	
	13.7 Late Work Permit	
14.	Student Services	66
	14.1 Student Health Care	
	14.2 Student Counselling Centre and Postgraduate Drop-in Support Group	
	14.3 Student Advice and Information (SAIS)	
	14.4 Chaplaincy	
	14.5 Nursery	
	14.6 Accommodation Office	
	14.7 Careers Service	
	14.8 The Registry	
	14.9 Students' Union	
	14.10 Security Office and Car Parking	
	14.11 Personal Safety and Security	
15.	Useful Publications	69
16.	Members of Academic Staff	70

© Department of Sociology, University of Surrey

Every effort has been made to ensure that the information concerning the MPhil and PhD programme(s) of study contained in this Handbook is accurate. The University reserves the right to introduce changes to the information given.

Contacting the Department

Contact details:

Postgraduate Research Director:	Prof Lynn Prince Cooke (room 23 AD 03) l.p.cooke@surrey.ac.uk	(Tel. 01483 682363)
Postgraduate Administrator:	Richard Sandiford (room 26 AD 03) r.sandiford@surrey.ac.uk	(Tel. 01483 689453)
Head of Department:	Jo Moran-Ellis (room 24 AD 03) J.Moran-Ellis@surrey.ac.uk	(Tel. 01483 686975)
Sociology Departmental Office	Room 26 AD 03	(Tel: 01483 689365)

Address:	Department of Sociology Faculty of Arts and Human Sciences University of Surrey Guildford, Surrey GU2 7XH
Telephone:	01483 689365
Fax:	01483 689551
Website:	http://www2.surrey.ac.uk/sociology/

Admissions, Enquiries and Applications:

Enquiries about admission to study for a PhD or an MPhil should be directed in the first instance to the Postgraduate Administrator, or contact the Postgraduate Research Director. For further information about studying for a research degree in Sociology and for access to application forms see: <http://www2.surrey.ac.uk/sociology/study/postgraduateresearch/>

General information on postgraduate study at the University of Surrey:
<http://www.surrey.ac.uk/postgraduate>
Application forms: www.surrey.ac.uk/postgraduate/apply/

1 The University and the Department of Sociology

1.1 The University of Surrey

The University of Surrey received its charter in 1966, having previously been a College of Advanced Technology. In 1968, it moved from Battersea, London, to its present site on Stag Hill near to Guildford Cathedral. The campus has been extended with Manor Park, which boasts newly completed facilities such as the Ivy Arts Centre and the Learning Resource Centre, along with a mix of coffee houses, shops, bars, restaurants, lakeside parkland and the new £36m Surrey Sports Park. With around 14,000 students from over 140 countries, the University offers a vibrant, cosmopolitan atmosphere in which to live and study. Several thousand students can be accommodated in University residences on campus, with postgraduate accommodations located in enclaves separate from undergraduate accommodation.

The Stag Hill campus is only about a 15 minute walk from Guildford High Street and the railway station, but the University is very close to open country on its western side. Transportation to London is also good, with fast trains taking 37 minutes to Waterloo. By road, the distance to London on the A3, and to Heathrow and Gatwick Airports, is less than 30 miles.

The University offers a wide range of subjects in the biological sciences, modern languages, social sciences and performing arts, while preserving a strong tradition of engineering and pure and applied science: see <http://www2.surrey.ac.uk>.

1.2 The Department of Sociology

The Department of Sociology is located in the Faculty of Arts and Human Sciences, which also embraces Arts, English and Languages, Politics and Psychology

The Department has a strong international reputation for research, being ranked sixth in the UK at the last (2008) Research Assessment Exercise. It is recognised as a leading centre of social research and of methodological innovation, and this is reflected in its undergraduate and postgraduate teaching and training. We are also highly rated by students in the NSS, consistently performing strongly as against other sociology departments nationally.

The Department's portfolio of degree courses reflect our expertise across the discipline of sociology as well as particularly drawing on strengths in the areas of criminology, media and social research methods. At undergraduate level, the Department has an annual intake of approximately 125 students onto four degrees: B.Sc. Sociology; BSc Sociology, Culture and Media; BA Media Studies; BSc Criminology and Sociology. The department also has a long established Masters degree in research, M.Sc. Social Research Methods which has a full time and part-time pathway. This degree remains the acknowledged market leader in social research training at this level. We also offer the MSc Criminology, Criminal Justice and Social Research and the Department has a thriving PhD programme. Both the MScs and the PhD programme have ESRC recognition and the Department forms part of the South East Consortium ESRC doctoral training centre.

The Department is noted for its teaching of methods of social research on all its degree programmes and is acknowledged as one of the premier departments in Britain in this respect. This orientation informs its research interests, where a dominant concern is the use of systematic and appropriate methods in theoretically-informed applied social research. Projects and initiatives in this respect include CAQDAS, a centre for the advancement of methods for the qualitative analysis of data by computer; and the Centre for Research on Simulation in the

Social Sciences (CRESS), which is applying computer simulation to the understanding of social phenomena. The Department runs a successful International Fellowship scheme which enables international researchers to visit Surrey each year. The Department has also been awarded two ESRC Node projects to run over the next three years.

Research in the Sociology Department is organised into five broad research groupings:

Identities, Generation and Everyday Life

The grouping examines contemporary social identities and their expression in socio-cultural forms, with particular emphasis on ethnicities; culture and identity; marginalised sexual identities; and youth cultures. It also explores contemporary social life and social issues in relation to later life and ageing, childhood, and youth within communities. Innovative research is undertaken on the practices (and doing) of everyday life in respect of identity, sleep, health, work, popular culture, and sexuality.

Criminology and Criminal Justice

The grouping conducts empirical research on the principal institutions of the criminal justice system, notably the police and policing and probation services, the voluntary criminal justice sector and the courts, together with more theoretically-oriented work on the nature of deviance and social control in contemporary society.

Media, Culture and Communication

The grouping conducts research across a range of subjects in culture, media and new media – from the theory and philosophy of media and communications, to political communications research, projects on the internet and mobile media, research on audiences, and explorations of 'high', 'popular', youth- and sub- cultures (especially as they are articulated via new/media). Members of the group bring critical, sociological perspectives to bear on some of the most pressing questions to emerge from a fast-changing new/media and cultural landscape.

Developments in Methodology

The Department is a leading centre of expertise in survey research methodology (particularly focused upon measurement and data collection), secondary analysis of datasets, qualitative methodology, social simulation, statistical modeling, methodological integration, virtual methods, and new technologies for social research. There is a special interest in the use of mixed methods, methodological triangulation, and methodological integration. These methodological strengths underpin all our areas of substantive research.

Science, Environment and Technology

This group's work on science and technology develops sociological frameworks to examine a wide array of contemporary developments, with particular concentrations of effort on contemporary communications media, on the applications of computational technologies such as the Grid and High Performance Computing in the social and natural sciences, sociology of the environment, public understanding of science and social aspects of risk.

Work, Organisations and Inequalities

This group conducts novel research into macro-level structures, and processes and outcomes of social inequalities. Sociological analyses of work include explorations of non-standard employment, 'body work,' as well as cross-national comparative studies of institutional effects on class and gendered divisions of paid and unpaid work. Also of interest are inequalities that unfold along the life course in such areas as criminal justice, education, family, health, earnings, and occupations. New research areas include environmental inequalities, and inequalities associated with new media and the Internet. Organisational subjects span the management of art

museums and galleries and cultural policy from a neo-institutional perspective, to organisational features of police forces.

In addition, members of the Department have a number of individual research interests, including the history of sociology, the application of social research to policy, and the analysis of discourse.

The Department runs a successful programme of Day Courses in Social Research, organises a regular international invitation-only symposium on emerging issues in Sociology, and publishes the quarterly Social Research Update to improve methodological awareness within the research community. The journals *Ethnic and Racial Studies*, and the *Journal of Artificial Societies and Social Simulation* are both edited from the department, and it houses the editorial office of *Sociological Research Online*.

Members of the Department have strong contacts and research collaborations with a number of European, North American and Australasian universities and research institutes and the Department currently offers an undergraduate student exchange programme with the University of Maryland, USA.

More details about these research groups and staff in the Sociology Department are available on the Department's Web site: <http://www2.surrey.ac.uk/sociology/>.

2 Applications and Admission to Research Degrees

2.1 PhD and MPhil Degrees

All students wishing to obtain a PhD are initially registered with probationary status. Within the first eighteen months, their work is subject to a formal review and, if it is judged to be of an appropriate standard, their registration is confirmed (section 4.3).

Research students can also be admitted to the Department to read for an MPhil degree, although this is now less common. For either degree, they are expected to complete a research project and to write up their research as a thesis. The difference lies chiefly in the scale of the work required.

It is difficult to establish a clear line of demarcation between an MPhil and a PhD. The typical MPhil thesis is shorter than a PhD thesis; around 150 typed pages (45,000 words). The norm for a PhD thesis in the Department has been set at 90,000 words, with 100,000 words as the absolute permitted maximum. Students on the Collaborative Doctorate scheme may submit a PhD thesis of 70,000 words. These word lengths do not include appendices containing tables, statistical material or other documents.

An MPhil is limited not only in length as compared with a PhD but also in the scope of the problem and the amount of research it involves. Insofar as it is possible to generalize, MPhil theses tend to contribute empirical knowledge to an already established theoretical framework; PhDs are expected to extend knowledge at both the conceptual and empirical levels. This does not imply, however, that an MPhil should not include theoretical innovations. Another way of approaching the distinction is that an MPhil thesis should be either a record of original work or an ordered and critical exposition of existing knowledge, and that a PhD thesis must form a distinct contribution to knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power.

If you wish to see examples of MPhil and PhD theses, please ask the Postgraduate Research Director or your supervisor to refer you to completed theses using different methodologies or on specific substantive topics. Theses are available to consult in the University Library and in the Sociology Research Library (room 41 AD 03).

2.2 Full and Part-time Research

Students can work for an MPhil or a PhD on either a full- or part-time basis. Students working on their degree full-time are usually in receipt of a studentship or grant. Those studying part-time may be fitting their research into full-time careers. Full-timers always have a prescribed time during which their research must be completed. Full-time research can be very intellectually demanding, as the student has to concentrate on one topic for a lengthy period of time. A full-time MPhil is expected to take around two years to complete, whilst a full-time PhD will take three years to complete.

Part-time students have to find the time to do their research often with competing job demands. Most part-time students find that they have to sacrifice some weekends and holidays to devote to research and writing. Because part-time students are able to devote less of their time to their research than full-timers, the University allows them a longer period before they are expected to complete. A part-time MPhil is expected to take three years, whilst a part-time PhD will take four to five years.

2.3 Collaborative Doctoral Programme

The Sociology Department offers a collaborative programme of research training for research staff leading to a PhD. Collaborative research registration involves a partnership between the employing organisation and staff in the Department. The candidate and employer identify a substantial research project which the employer wishes to see completed and the Department identifies a programme of training courses appropriate to the needs of the student. The academic supervisor, in conjunction with a nominee from the employing organisation, will guide the student through the research project. There is a streamlined thesis length of 70,000 words and students may complete in two years if they already hold a UK Masters degree.

The Sociology Department has considerable experience in supervising ESRC-funded CASE studentships. CASE studentships involve the student working in collaboration with a partner organisation to undertake research for their doctorate which will also be of benefit to the collaborating organisation. Recent CASE studentships have been held with the Office of National Statistics, the Cabinet Office, Sage Publications, Sapient Ltd, the National Police College and the Home Office.

2.4 Admissions Policy and Studentships

The Sociology Department receives more applications than it can accommodate, and the following is a brief account of the process for admitting students. Applicants are normally expected to have either a good first degree (upper second or above) or a relevant Master's degree, provide the names of two referees, and submit a research proposal of acceptable standard, as well as completing the standard University application form, available at:

www.surrey.ac.uk/postgraduate/apply/.

A major source of support for full-time PhD students in Sociology is research studentships offered by the Economic and Social Research Council (ESRC). In 2010, the process of awarding these fellowships changed substantially, with the ESRC quota awards being coordinated within multi-university Doctoral Training Centres (DTC). The University of Surrey successfully bid for this status with its partners, the University of Kent, the University of Reading, and Royal Holloway University of London to form the South east DTC. Applications for these highly-competitive awards must be made by early February each year, with the Department in the first instance determining which applicants shall be sent forward to the DTC for consideration. Applicants interested in the DTC studentships should contact the Postgraduate Research Director no later than December before the February deadline.

ESRC still funds CASE studentships, where the research project is broadly defined by departmental staff and a partner organisation from the non-academic world. CASE studentships are normally advertised in late spring for an autumn start. Full-time studentships linked to research projects in the Department are sometimes available, and are posted on the Sociology Department website. Students interested in part-time study might also apply for funding through the DTC. Various charities in the past have offered limited support for fees. In addition, academic staff members frequently hold research grants that employ research assistants, who may be allowed to register for a research degree on a part-time basis. The Faculty also offers a small number of awards for full- and part-time studentships. Information about sources of funding is available from the Postgraduate Research Director.

A constraint influencing admissions decisions is the availability of appropriate expertise in the Department. It is important that students are supervised by members of staff who have familiarity with the research area in which the student is working (even though it is the nature of research that the student might come to know more about his or her particular research area than the supervisor after a time). Hence, as a rule, the Department does not admit students wishing to pursue topics considered remote from the interests of any member of staff. Nevertheless, the interests of the Department do cover a wide range (see section 14), and it is always worth discussing your ideas with the Postgraduate Research Director and individual members of staff with similar research interests.

2.5 International Students

The Department welcomes applications from European and other International Students. Students from European countries pay the same fees as UK students, while fees are higher for students from outside the European Union. Unfortunately there are currently no targeted sources of funding in the University for students from outside the European Union, although individual countries may offer support for their research students studying abroad.

The University has an International Student Office to provide assistance to international students. Introductory programmes are arranged for new international students early in each academic year. Help can be given with problems, including matters relating to immigration and visa requirements. The office will help and direct students who need assistance with housing, medical and welfare services. The office also coordinates English language training in conjunction with the Language Centre (see section 6.12). Further details are at

<http://www.surrey.ac.uk/international/>

2.6 Appointment of Supervisors

Prior to admission, the Department appoints a Principal Supervisor and Co-Supervisor for each doctoral student. Supervisors are appointed on the basis of their expertise for supervising both the substantive research topic and the proposed methodology. For example, one supervisor may have expertise in the substantive area, whereas the other may have expertise in the proposed methodology. In the case of Collaborative Students (see section 2.3), the partner organisation appoints a Collaborative Supervisor and the Department appoints the Principal Supervisor. Although all students have two supervisors, the text in this Handbook sometimes refers to supervisor in the singular.

Each supervisory team will contain at least one experienced supervisor who has previously supervised a PhD student through to completion of a successful PhD. The appointment of supervisors will be discussed in advance with the prospective student. There are constraints relating to the allocation of supervisors, as the Department needs to balance the supervisory load of different members of academic staff.

3 Relevant Committees

The Head of Department has ultimate responsibility for the management of the Department's teaching and research, but many important decisions are discussed and decided in departmental committees. Two of these committees are concerned with issues likely to affect research students: the Postgraduate Research Committee and the Departmental Research Committee. Postgraduate research issues are often referred to the University's Research Degrees Committee. The Faculty Postgraduate Research Committee deals with matters of PGR policy and strategy across the Faculty.

3.1 The Postgraduate Research Committee (PGRC)

The PGRC is made up of all members of staff who supervise research students, two student representatives (one elected annually in November from the part-time students, and one from the full-time students) and the Postgraduate Research Director who chairs the committee. The Committee meets three times a year. The PGRC is concerned with the progress of research students, both in general and in particular cases (individual students are only discussed under 'Reserved Business', for which the student representatives withdraw). The committee has in the past discussed and made recommendations about the transition from MPhil to PhD registration and workshops and courses (see sections 4 and 6). Minutes of its meetings are available from the student representatives and are available on the Department's website.

As Chair of the PGRC, the Postgraduate Research Director is responsible for the organisation of Day Schools, Workshops and pro-seminars and for the overall departmental provision for research students, except on matters that relate to the specific research they are doing. The latter is the supervisor's responsibility.

3.2 The Departmental Research Committee

The Department's Research Committee is concerned with formulating policy about research in the Department. It makes recommendations about the kind of research opportunities that might be pursued, and acts as a forum for advice on research matters. It does not have a fixed

membership — anyone doing research in the Department can attend. Postgraduate research students are welcome to attend.

3.3 Research Degrees Committee

Within the University, research student matters are dealt with by the University's Research Degrees Committee (RDC). For example, if a student needs to request an extension to their period of registration (section 4.5) or a temporary suspension (section 4.6), this has to be formally requested by the student and will be submitted to RDC together with the required supporting documentation.

3.4 Faculty Postgraduate Research Committee

This committee is concerned with the overall development of postgraduate research, and has responsibility for evaluating, coordinating and supporting strategies within its departments.

4 Formal Structures, Procedures and Regulations

The University regulations relating to MPhil and PhD degrees are set out in the University 'Regulations for Higher Degrees', which can be found in section 10. The University also has a Code of Practice for Research Degrees, which will be given to you when you register and is also available from: <http://portal.surrey.ac.uk/registry/pgoffice/ifrs>. Some key issues are identified below, *although this is not exhaustive of all applicable guidance and regulations*.

4.1 Reviews of Progress

The Department follows the university practice laid down in the 'Regulations' of carrying out regular reviews of student progress. There are three principal review mechanisms. First the PGRC takes an oral report on each student's progress under Reserved Business. Second, once a year every student must complete an Annual Progress Report Form. Issues identified for action are followed up by the Postgraduate Research Director. Third, six-monthly progress reviews are held with supervisors.

4.1.1. Annual Progress Reviews

An annual review of progress, recorded on a standard University pro-forma, is *required* at the end of each academic year for a student continuing their research programme. The form will be retained on the student's file and is confidential to those parties involved in the review process and appropriate officers of the University.

The annual review form is in four parts. Part 1 is completed by the student and covers the student's work over the preceding 12 months, including progress against previous objectives, training activities undertaken and any difficulties encountered. This form is submitted to the Principal Supervisor a week before the annual review meeting, who will copy the form to Co- and Collaborative Supervisors if applicable. The Principal Supervisor (with Co- and Collaborative supervisors) completes Part 2 of the form, outlining aspects of progress over the preceding year and any areas for concern.

At the annual progress review meeting Parts 1 and 2 will be discussed with the student, the Principal Supervisor and, if applicable, Co- and Collaborative Supervisors. At this meeting, Part 3 of the report is completed, agreeing outcomes of the meeting and any actions. The student will receive a copy of Parts 2 and 3 of the Annual Progress Form. Part 3 will be signed by all parties and the complete form (Parts 1, 2 and 3) is sent to the Postgraduate Research Director who will consider any action noted by the supervisory team and identify, in Part 4, any further actions required by the department (such as resource issues and agreement to any training package to be supported by the Department). A copy of this section will be sent to the student where further action has been identified.

The Principal Supervisor should provide the student with an opportunity for the annual review and should advise the Head of Department of any circumstance that prevents the review taking place at the appropriate time.

4.1.2 Six-Monthly (Mid-session) Reviews

A second review of progress should be scheduled between annual reviews (around March) each year. A written record of the date and agreed outcomes of the meeting, signed by both the Principal Supervisor and the student, should be maintained in the Principal Supervisor's file.

4.1.3 Unsatisfactory Progress

If the Principal Supervisor believes that sufficient progress has not been made in the research, the student must be advised in writing by the Dean of Faculty, and a record of this and any action agreed to remedy this situation, must be kept on the student's file. In cases where termination of studies is being considered, students must be given written notice in accordance with the Regulations pertaining to unsatisfactory academic progress.

Refusal by the student to submit an Annual Progress Report form may be considered as a reasonable ground for termination of studies by the Research Degrees Committee. The Dean of Faculty will consider the circumstance for the refusal and make a recommendation to the Research Degrees Committee (RDC) as to any action that should be taken.

4.2 Training

Full-time research students will be asked to negotiate with their supervisor a programme of training immediately after registration. This will usually include taking modules from one of the Department's MSc degrees, although modules offered by other departments are also available. The programme should be constructed to include modules directly relevant to the student's thesis plans, as well as modules appropriate to providing a general training in sociology (see section 6). In addition, students should take relevant skills courses from the University's Skills and Development Training Programme. The training programme will be designed with the student on an individual basis to take account of the student's educational background, knowledge and career ambitions. Once constructed, the content of the programme will be ratified by the Postgraduate Research Committee. The student will be required to complete the coursework appropriate to the modules included in the programme at a satisfactory level. Failure to do so will be cause for consideration of termination of registration under the procedure outlined in section 4.1.3.

The Department organises a Spring School for research students (see section 6.3). Attendance at these Day Schools is compulsory for all postgraduate research students. If it is impossible for a student to attend, he or she should apply to their supervisor for exemption. Students are also encouraged to attend the Pro-Seminars held on select Tuesday afternoons (see details in section 6.4).

All research students are welcome to attend the Departmental Seminars held during semester in the Department's Seminar Room (4 AD 00) from 4:00 to 5:30 p.m. on Wednesdays.

As part of their registration, full-time students should give a presentation about an aspect of their methodology or their substantive findings in each year of registration. Part-time students should give at least three presentations during their period of registration. The norm is that two presentations are given to Postgraduate Pro-Seminar, and one to a Day School or Departmental Seminar.

4.3 The PhD Confirmation Process

The University has a formal procedure for PhD confirmation. All students who joined the department on or after 1st October 2009 will be initially registered for a PhD with probationary status and undergo a review to confirm their PhD status. Students who joined the University before this date go through a similar process, but this is called Transfer in the case of those who began as MPhil students, or Formal Review if they began as PhD students. The procedure outlined below applies to all students except where specified. (Full details of confirmation are given in the University's Code of Practice for Research Degrees, section 14).

For full-time research students, the formal confirmation takes place within 12-18 months of registration. Part-time students undergo their confirmation within 15-30 months of registration. The confirmation procedure entails a meeting in which the research student presents and discusses written submissions on their research. The meeting involves the candidate, supervisor(s) (including the Collaborative Supervisor for CASE students), a reviewer who is another member of the Department or an external member (such as a Visiting Professor), and the Head of Department, Postgraduate Research Director or a suitable nominee who Chairs the Transfer/Review meeting. The meeting will also provide an opportunity for the student to speak to the panel in the absence of the supervisor.

The main objectives of the procedure are to:

- (i) evaluate the candidate's approach to the research problem in terms of theory and proposed or adopted methods, in order to establish that the future objective and methods are feasible, appropriate and likely to form a suitable and sufficient programme for PhD candidature;
- (ii) ensure that the candidate has maintained the motivation to complete a thesis within a reasonable time;
- (iii) consider evidence for satisfactory completion of assigned courses;
- (iv) provide the candidate with an assessment of the strengths and weaknesses of the research and its presentation.
- (v) consider the arrangements for supervision and facilities for the work and ensure that both are appropriate for the efficient completion of the project.

Students are required to submit 3 copies of a report comprising the following material at least three weeks prior to the confirmation meeting:

- a) A note of the research problem, not longer than 1000 words, presenting the questions the research will seek to answer in a clear and succinct form.
- b) A chapter-by-chapter draft outline of the whole thesis, indicating proposed titles of chapters and providing a short paragraph about the proposed content of each chapter with a timetable of proposed completion deadlines.
- c) A chapter in draft presenting the central ideas and concepts of the thesis (5000-7000 words).
- d) Either a chapter presenting (and defending) the choice of methods deemed appropriate **OR** a draft chapter presenting an analysis of data already collected as an illustration of the main method(s) adopted. (If the latter, include a brief note indicating what other methods, if any, it is intended to use).
- e) A bibliography of works referred to in (a) to (d) above, and a note of any other primary and secondary works the student considers relevant to the problem.
- f) A list of any courses/modules taken to underpin the research and a note of any material already published from the research.

Students are advised to look at previous transfer or review reports of students prior to putting together their own confirmation document. These can be loaned by supervisors or from the Sociology Research Library.

The options open to the committee are:

- i) that the student's registration on the Degree of Doctor of Philosophy be confirmed; or
- ii) that the student's PhD registration should not be confirmed but that the student be invited to re-apply within a prescribed timescale (normally three months).

After a re-application the options are:

- i) that the student's registration on the Degree of Doctor of Philosophy be confirmed; or
- ii) that the student be registered for the degree of Master of Philosophy; or
- iii) that the student's registration be terminated.

Following the meeting, the student receives a written report prepared by the principal supervisor giving the Committee's decision and details of any areas of weakness in the study and/or an indication of any required specific changes necessary for continued PhD registration. The confirmation Report is sent to Postgraduate Registry under University regulations.

Subsequent to a successful confirmation, it is expected that (for a full time student) the thesis will be submitted not less than 12 months and not more than 24 months from the date of the meeting.

4.4 Continuing Students

Students who have not completed their theses at the end of the normal period of registration may apply to the Research Degrees Committee through the Postgraduate Research Director, to become 'Continuing Students'. They pay reduced fees, but may only use certain University facilities. They do not receive supervision. Continuing Status is intended for students who are putting the finishing touches on a nearly finalised draft. The University is restrictive in the way that it grants Continuing Status and it should be applied for only if the thesis is virtually completed. It should be the student's aim to complete the thesis within the normal period of registration and Continuing Status should be regarded very much as a last resort. An application

can only be made with the approval of the Principal Supervisor.

The conditions under which Continuing Status may be granted can be found in section 3.8 of the University Regulations.

4.5 Extension of Registration

Full-time students are expected to complete their PhD thesis within three years and part-time students within five years: the maximum periods are four years, and seven years respectively. Thereafter, applications for extensions or re-registration as a 'continuing' student need to be made.

If it is necessary to request an extension of registration then a clear statement should be sent to the Principal Supervisor well in advance of the final date for submission of the thesis. This statement should include:

- a) An account of progress to date;
- b) An account of any factors which are inhibiting or preventing progress; and
- c) Proposals showing how the student intends to complete in the time requested for extension.

If the supervisor(s) approve, the request is then passed on to the Postgraduate Research Director, and then to the Research Degrees Committee. If the supervisor is unwilling to approve the request for an extension, then the student has the right of appeal to the Head of Department and thence to the Research Degrees Committee.

Students should bear in mind that it is NOT their supervisors or the Postgraduate Research Director who grants the extension but the Research Degrees Committee. Requests have been known to be rejected, even when supported by the Department, if it is considered the case made is a weak one. The Board will require that 'when any request is submitted there (must be) some evidence that the expected progress during the year has actually been made'.

The Regulations for Higher Awards also state 'The Head of Department may recommend that a candidate's registration should be suspended or terminated if either he/she or the Supervisor is not satisfied with a candidate's progress, provided that the Head of Department has given notice of dissatisfaction in writing to the candidate at least three months in advance of making the recommendation'.

4.6 Suspension of Registration

Requests for suspension of registration should be made in writing to the student's supervisor. These are dealt with like the requests for extension of registration. They are formally referred to as 'temporary withdrawal'. Suspensions are only likely to be granted:

- a) To a registered (full- or part-time) student if a strong case is made about why the research has to be interrupted;
- b) To a continuing student in cases of prolonged sickness or residence abroad.

The formal request for suspension of registration must be submitted by the supervisor and the Postgraduate Research Director to RDC.

4.7 Grievance and Complaints Procedures

It is particularly important that students talk to their supervisor, the Postgraduate Research Director or the Head of Department at an early stage if they have any concerns. For all forms of grievance (apart from those relating to the examination of a thesis) the following procedure should be followed:

Grievances of a personal nature should be taken up directly with the student's own supervisor in the first instance, who will bring his/her best efforts to bear with appropriate University colleagues to resolve the matter with or on behalf of the student.

If the grievance cannot be resolved satisfactorily directly with or by the supervisor, an approach should be made by the student to the Postgraduate Research Director, setting out in writing the difficulties that are unresolved. The Postgraduate Research Director will discuss the matter with the supervisor and with the student with a view to finding a resolution.

In the event that the grievance arises from the working relationship with the supervisor, the matter should normally be raised directly with the supervisor in the first instance with a view to resolving the matter. If the cause of dissatisfaction persists, the student should approach the Postgraduate Research Director, setting out in writing the difficulties which are unresolved. The Postgraduate Research Director will discuss the matter with both the supervisor and with the student. If a resolution cannot be found, the Postgraduate Research Director may make arrangements for the student to be assigned to another supervisor.

Where the supervisor is also the Postgraduate Research Director, the student should approach the Head of Department.

If, for any reason, the student believes that the course of action determined by the Postgraduate Research Director (or Head of Department) is inappropriate or ineffective, an approach may be made to the Dean of Students on behalf of the Deputy Vice-Chancellor (Teaching and Learning). The Dean of Students may establish a small group to consider the grievance, which might, for example, comprise:

Dean of Students (Chair)

Dean of another Faculty or his/her nominee

Vice-President, Postgraduate Affairs

The Dean of Students (or group established for the purpose) will consider the point(s) of grievance and will discuss it with the Head of School/Head of Department.

It is expected that every effort will be made by the parties concerned to resolve an issue by mutual agreement.

Conditions for the award of research degrees are detailed in the University's general regulations. Appeals against the decision of the examiners in respect of a thesis submitted for examination may be allowed on certain specified grounds: these are set out in section 8 of the Regulations.

4.8 Teaching and External Activities

Students may undertake other external commitments (e.g. teaching or research duties) during their registration at the University of Surrey, by way of raising funds for self-support. However, such commitments must not be undertaken without the approval of the Principal Supervisor and/or Head of Department. In the case of full-time students, these should not normally involve the student in more than eight hours external activity per week.

There are usually opportunities for research students to undertake tutoring for first or second year undergraduate modules, and they are strongly encouraged to take up these opportunities as part of their career development. Teaching typically involves taking classes with groups of 10-15 students for core modules, such as Social Research Methods, Sociological Theory or Sociology of Contemporary Societies. Students should not do more than 1-3 hours of tutoring per week. Training is available for tutors through the University's Centre for Educational and Academic Development, which runs courses on different aspects of teaching, such as small group teaching, and assessment.

Tutoring gives research students a chance to earn extra money by engaging in supervised teaching practice for a limited number of undergraduate classes. Interested students should see the Postgraduate Research Director or Head of Department. All teaching and marking is supervised by the relevant module convenor.

4.9 Ethics

Social research frequently entails ethical issues, for both potential research subjects and at times the researcher. You need to think carefully about the possible ethical implications of your work and discuss these with your supervisor when you design your research. To help you consider the possible ethical issues that might be associated with your work, refer to the guidelines issued by the British Sociological Association (<http://www.britsoc.co.uk>) and the Social Research Association (<http://www.the-sra.org.uk>).

The Faculty of Arts and Human Sciences Ethics Committee provides guidance on seeking ethical approval and, where permissions are necessary, can direct the student and supervisor to the appropriate committee. At present, doctoral research proposals that require ethical approval should be submitted to the University Ethics Committee. For research with patients or in any health service context, students must also apply for NHS ethical approval through NRS (which is a lengthy and complex procedure). Once NRS approval has been granted, the University Ethics Committee will fast-track your application for University ethics approval. Students planning to undertake research within the NHS must also obtain approval through the Research and Governance procedures extant within each participating hospital.

Detailed guidelines about the University ethics policy and procedures are available online. The Faculty website provides useful information, and links to the University Ethics Committee website from where the appropriate forms can be downloaded.

<http://www2.surrey.ac.uk/fahs/staffandstudents/ethicalprocedures/>

The approval process can take some time and this has to be taken into consideration when planning your research. The following section summarises the University's ethics policy and is based on the University of Surrey's Code of Practice for Research Degrees:

Any research which falls within one or more of the categories set out below *must* be referred to the University Ethics Committee for consideration and ethical opinion:

- 1) Research involving any risk to a participant's health (for example, intrusive physiological or psychological procedures);
- 2) Research involving the donation of bodily material, organs and the recently deceased;
- 3) Surveys, questionnaires and any research, the nature of which might be offensive, distressing or deeply person for the particular target group.
- 4) Proposals which involve financial payments or payments in kind to participants;

- 5) Proposals wishing to use undergraduate students as participants;
- 6) Proposals wishing to use children under the age of 16 or those over 16 who are unable to give informed consent (e.g., people with learning disabilities; see Mental Capacity Act 2005) as participants
- 7) Research proposals to be carried out by persons unconnected with the University, but wishing to use staff and/or students as participants;
- 8) Proposals which investigate existing working or professional practices at the researcher's own place of work (including staff surveys);
- 9) Research involving access to records of personal or sensitive confidential information, including genetic or other biological information, concerning identifiable individuals;
- 10) Research where the safety of the researcher may be in question;
- 11) Proposals which require participants to take part in the study without their knowledge and consent at the time.

It is the responsibility of the Principal Supervisor to ensure that students are aware of the Ethical Guidelines and that these Ethical Guidelines are observed.

4.10 Risk Assessment and Health and Safety in Research

Safety is a critical consideration in any working environment. While sociological research is generally less risky than some laboratory-based subjects, you should make it your responsibility to familiarise yourself with relevant safety procedures. A copy of the University booklet on Health and Safety at Work is obtainable from the Postgraduate Administrator.

When planning a piece of sociological research, it is important to consider whether there are any risks associated with the conduct of the research. These should be discussed at an early stage with your supervisor(s). If the research activity involves primary data collection, requiring direct contact with respondents or clients, then potentially the reaction of the respondent may present a risk to the researcher. Risks can arise in a range of research settings, for example hospital wards, prison settings, school classrooms, etc., as well as in field research that involves interviewing people in their own home.

When dealing with risks, the first step is to define the potential source or sources of risk. Then you need to plan how to minimise the chances of it happening and how to cope with the risk or hazard if it occurs.

In researching within organizations, such as hospitals, prisons or schools, it is likely that the organization will have established procedures for anticipating and coping with risk. The recommended procedures and limitations on research agreed with the host organization should be followed.

In summary, when dealing with risk in research you must review the research process with your Principal Supervisor and decide whether there are any potential risks. Then you should plan how to avoid and minimise the risk or risks and how to cope with a situation if the unexpected happens. Minimise. It is essential that you write down the results of your analysis and develop a procedure to manage any risks or hazards you identify. Your supervisor will also make a written record of your discussion and how to deal with any potential risks.

4.11 Disabilities and Special Needs

4.11.1 Additional Learning Support and Examination Adjustments for Students with Disability or Specific Learning Difficulties (including Dyslexia)

This section explains University procedures and is primarily for new students but may also be relevant should there be a change in the personal circumstances of any student.

Should I disclose my disability or learning difficulty?

The University's policy is to encourage disabled or dyslexic applicants and students to disclose to Additional Learning Support at the earliest possible stage so that you can find out about funding, services and adjustments to enable you to successfully complete your programme.

If you have not disclosed during the application process and decide to discuss a disability with your personal tutor or another member of Faculty staff they will request that you complete a "disclosure of disability referral form" so that they can refer you to ALS. Only the briefest of detail about the nature of the disability is needed at this stage. Additional Learning Support (ALS), a specialist team in the University that will be able to assess your needs and will inform the Sociology department of any additional support to be provided or examination adjustments. If you decide that you do not need support and don't wish to be referred to ALS, then the disclosure form simply acts as a record that you have disclosed the information to the department. In either case a section of the form is lodged in your personal file in the department, a section goes to ALS and an information section to you.

What is Additional Learning Support (ALS)? Website: www.surrey.ac.uk/als

Additional Learning Support (ALS) is a specialist team in the University providing a wide range of support for students with disabilities and specific learning difficulties (including dyslexia). The office is located on the 4th floor of the Library and houses the Technology Centre with specialist software and equipment. Contact the staff on 01483 689609 or email als@surrey.ac.uk

ALS staff will ensure that any information you give them is treated with respect and in the strictest confidence and will not inform other members of the University unless you give written authorisation for them to do so. They will ask you to read and sign a Data Protection Declaration – Acceptance or Refusal of Explicit Consent to Share Personal Sensitive Information form. The level of detail you agree on will then only be disclosed to those University Staff who need to know. To co-ordinate meeting your support needs, information will, of necessity, go beyond ALS to your Faculty, to the University Examinations Office, and if appropriate to the Accommodation Office. If you do not wish ALS to share this information, you can let them know. However, you will appreciate that this may limit the range of support the University is able to offer.

ALS also has a role in promoting equal opportunities for dyslexic and disabled students. It works with the University Learning, Teaching and Assessment Disability Advisory Group (LTADG) which includes representation from each Faculty and Service to produce and improve internal policies and procedures. ALS is responsible for disseminating information to students and staff about disability legislation, codes of practice, disability access and good practice in enabling disabled students in the learning and teaching environment.

How do I apply for Additional Learning Support and Examination Adjustments?

To apply for examination adjustments, you will need to make contact with ALS at the earliest opportunity following your arrival at the University. Although you may have alerted the University of your needs at the admissions stage you will still need to make an appointment. **In any event you must contact ALS within the first 4 weeks of the autumn semester.** The two deadlines for applications for examination adjustments are **4th November 2011** and **9th March 2012**. You need only apply once for all subsequent examinations unless your needs change.

Obviously the deadlines set by the University for students applying for examination adjustments may be waived in unforeseen and exceptional circumstances. ALS will take into account that start dates for some students may be later but you will need to contact them as soon as you can. Delays in formally reporting your circumstances may result in there being insufficient time to put the necessary arrangements in place.

You will need to supply ALS with evidence of your disability or dyslexia and discuss with them what arrangements will be most appropriate. If you are dyslexic and do not have a current assessment (post 16 years of age), ALS can refer you to a specialist teacher or psychologist for one to be undertaken. Students are asked to contribute £40 to the cost of the full assessment.

What happens next?

4.11.2 Provision of Additional Learning Support and Examination Adjustments

ALS will send a document entitled Learning Support Adjustments (LSA) to you, your personal tutor and the departmental disability representative. This informs the Department of the additional learning support and examination adjustments that have to be put in place. The details of a disability are not disclosed to the department unless the student has agreed for it to be. Staff that 'need to know' of the additional support needs of a student will be advised accordingly. You are expected to liaise with your personal tutor and discuss your progress in light of the provision of additional learning support and examination adjustments.

Who's Who in the Sociology department co-ordinating Additional Learning Support?

Dr Rob Meadows is the departmental representative in relation to additional learning support for the Sociology, Criminology and Sociology and Media programmes.

Mrs Louise Jones is the person in the department with responsibility for maintaining departmental records for additional learning support and examination adjustments.

What can we do to help?

Examples of examination adjustments which have been granted by ALS to students in the past include additional time in exams, rest breaks, access to a scribe, a PC or special furniture in exams. There may be an alternative venue or timing for the examination and you will be informed of this. You may also be able to take examinations in a separate room. Once the Faculty has been advised of the adjustments by ALS, the Faculty staff will consult with you to make sure everyone concerned is clear about the arrangements for any examination adjustments. Be sure to check your e-mail regularly.

Examination adjustments are applied to intra-modular timed tests as well as end-of-semester examinations. In some instances candidates may take intra-modular tests with the main body of candidates on their programme but with the adjustments. You have a choice in this matter and

will be asked to record if you are in agreement with taking your examination with the main body of students by signing a consent form. These procedures ensure that everyone is clear about the options and in agreement.

The Library, in collaboration with ALS, provides a range of services to support students with disability. These range from longer loan periods for books to book fetching and photocopying services. Access to these services is based on the advice of Additional Learning Support staff. Specialised equipment is available in the Library to enhance the viewing of printed and online text and Student Support at IT services can personalise your account with settings to assist your use of the PC's. If you feel that your needs are not being met by these services, please contact Additional Learning Support, your Academic Liaison Librarian or IT services.

For further details on Disabilities and Special Learning Difficulties (SpLD) Support refer to the web site: www.surrey.ac.uk/als

5 The Supervisory Relationship

From the start of your research you will have a Principal Supervisor whose expertise should include the focus of your project, and a Co-Supervisor or Collaborative Supervisor. The normal practice of the Sociology Department is to hold joint supervision meetings together with both supervisors and the student. (Although you have two supervisors, the text in this Handbook sometimes refers to supervisor in the singular.) The formal responsibilities of supervisors and students are set out in sections 4 and 10 of the Code of Practice.

The Principal Supervisor is responsible for academic progress, administrative matters and personal or 'pastoral' support. There should be regular meetings at which academic advice is given and your progress is discussed. What is important is that you establish a clear programme and timetable with your supervisor. You should not expect a supervisor to determine your project or its development; there is a distinction between 'supervising' and 'directing' a project. Ideas should be worked through together and should be based on your initiative. Your supervisor will not necessarily share your perspective or academic outlook. But this should not be seen as an obstacle to your supervisory relationship. Academic freedom and the idea of tolerance presuppose the rights of others to different perspectives.

You should also bear in mind that, even if your supervisor tells you that your thesis is fit to be submitted for examination, this is not necessarily a guarantee that it will pass or not be subject to revisions.

It is the supervisor's duty, of course, to see the student when necessary. This will vary with the nature of the registration (full or part-time), of the research (planning, data collection, data analysis or writing up) and the student's own needs. Students should take the initiative in emailing or phoning for an appointment or knocking at their supervisor's door to make an appointment. It is good practice to always make a date for the next supervisory meeting at the end of each supervision session.

If the supervisor-student relationship breaks down, either can approach the Head of Department or the Postgraduate Research Director with the intention of the Head of Department or Postgraduate Research Director either acting as arbitrator or arranging a change of supervision. While every attempt is made to arrange supervisors in accordance with the wishes of the students, the Head of Department and Postgraduate Research Director have to bear in mind the need not to overload certain members of staff and to ensure continuity of supervision.

It is essential that at an early point in the registration the student and supervisor work out the costs of the chosen research design. Printing and postage can cost considerable sums, especially in survey-based research, and fieldwork expenses may also be significant. The Department may be able to help, but this is more likely to take the form of the use of facilities rather than direct payments.

Periodically the Quality Assurance Agency for Higher Education makes recommendations about the responsibilities of supervisors and students. The following two sections are based on their advice, and provide a guide to the responsibilities of the supervisor and the student within the Sociology Department.

5.1 The Responsibilities of Supervisors

The responsibilities of the supervisors include:

- a) Giving guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, attendance at taught classes and about requisite techniques (including arranging for instruction where necessary).
- b) Maintaining contact through regular meetings, in accordance with Departmental policy and in the light of discussion of arrangements with the student.
- c) Being accessible to the student at other appropriate times when he or she may need advice.
- d) Giving detailed advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time.
- e) Requesting written work as appropriate, and returning such work with constructive criticism and in reasonable time.
- f) Arranging as appropriate for the student to talk about his or her work to staff or graduate seminars, and to have practice in oral examinations.
- g) Ensuring that the student is made aware of inadequacy of progress or of standards of work below that generally expected.
- h) Providing additional support, if necessary, for international students who may need more advice (including arrangements for assistance with language difficulties), in the early stages of their work.
- i) Ensuring that any electronic files set up by the student in the course of the research are in accord with the principles of data protection legislation and are covered by the University's registration with the Data Protection Registrar.
- j) Ensuring that the student is aware of University-level sources of advice, including careers guidance, health and safety legislation and equal opportunities policy.
- k) Ensuring that the student is aware of the need to exercise probity and conduct of his/her research according to ethical principles, and of the implications of misconduct.
- l) Helping the student to interact with others working in the field of research, for example, encouraging the student to attend relevant conferences, where appropriate to submit conference papers, and supporting him/her in seeking funding for such events. Also, where appropriate putting the student in touch with other members of the academic community, at Surrey and elsewhere, who may be able to offer helpful advice and assistance, and encouraging students to take up membership of professional groups relevant to their research field.

5.2 The Responsibilities of the Student

The responsibilities of the student include: -

- a) Discussing with his or her supervisor the type of guidance and comment he or she finds most helpful and agreeing a schedule of meetings.
- b) Taking the initiative in raising problems or difficulties, however elementary they may seem.
- c) Maintaining the progress of work in accordance with the stages agreed with the supervisor, including in particular the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage.
- d) Providing annually a brief formal report through the Annual Progress Review procedure (see section 4.1).
- e) Deciding when he or she wishes to submit, taking due account of the supervisor's opinion that is however advisory only.
- f) It is the student's personal responsibility to keep in touch with their supervisor(s) and to keep them informed of the development of the research and of any factors, which are inhibiting or preventing progress.
- g) It is the student's responsibility to answer communications from the Department or the Postgraduate Registry promptly, especially those dealing with registration and payment of fees. Students should tell both the Department and Registry immediately of any change of address.

6 Training, Research and Transferable Skills

A research degree is much more than the research project itself. Success during and following a research degree involves the development of a range of skills, both those directly and obviously related to the research, and those of a more transferable nature such as personal effectiveness, communication and career management. The major supporters of UK higher education research - the Research Councils and other sponsoring bodies - have identified specific expectations for skills development in research students. Some of this development emerges naturally from the research process itself; however, it is widely accepted that skills development opportunities outside the day-to-day research process are a vital complement. The Department and the University provide development opportunities for research students through a range of mechanisms, including the Postgraduate Skills Development Programme (PGSDP).

It is essential that students undertaking an MPhil or PhD degree avail themselves of opportunities not only for research, but also for developing their generic and research skills, and widening their sociological horizons. Students will therefore be advised by their supervisor to attend modules from the MSc programme and encouraged to attend further modules of interest. Students will also be expected to participate in Postgraduate Day Schools and Pro-Seminars, Departmental seminars and skills courses provided by the University. Details of the range of training opportunities available are given below. Students should discuss their training needs with their supervisor at the start of their registration and at the annual and six-monthly reviews.

The Department is very well placed to provide training opportunities of the highest quality, having long standing expertise in teaching research methods, and hosting a number of centres and initiatives which are devoted to training in, and furthering awareness of research methods and skills at national and international levels. For example, it is home to the CAQDAS

Networking Project, which provides training in the use of software for analysing qualitative data, the Survey Link Scheme for the dissemination of knowledge about professional survey research, and the Question Bank, an online resource for social survey researchers. The Department has hosted ESRC seminars on Virtual Methods, another area of expertise. The Department houses an Access Grid Node which enables real time exchange of visual and audio data via large format images between sites, and research into the ways in which it can be used for research training is ongoing.

Supervisors work with postgraduate research students to identify a tailor-made programme of attendance at relevant training courses across each year of study. The range of training is outlined in the sections below. Future possibilities for training are set to expand as the South east DTC coordinates postgraduate training across disciplinary pathways, utilising new modes of teaching such as podcasts.

6.1 Modules from the MSc Programme

It is important for students who have not completed our RT programme to attend modules from the Department's Masters programme: MSc Social Research Methods, or MSc Criminology, Criminal Justice and Social Research. Full details and syllabuses for these degree programmes can be found in their 'Programme Handbooks', copies of which can be obtained from the Postgraduate Administrator. A few of the modules are listed below by title, to give you an idea of what is available. Research students are very welcome to attend any of the modules, but out of courtesy you should ask the person giving the module (his or her name will be given in the MSc Programme Handbook) before first attending.

The MSc in Social Research Methods is taught on Tuesdays and Fridays during semester over two years. Modules include:

- Data Analysis
- Statistical Modelling
- Survey Design
- Evaluation Research
- Field Methods
- Documentary Analysis and Online Research
- Theory and Methodology
- Crime and Offending
- Criminal Justice Systems

6.2 Workshops in Advanced Methods

Workshops in Advanced Methods are taught in association with the MSc in Social Research Methods, which can be attended by Masters and doctoral students. The topics covered in these Workshops vary from year to year. The Workshops aim to introduce students to a range of innovative and advanced research methods, for example: Using Simulation in Social Research; Latent variable/Structural equation modelling; Multilevel Modelling; Event History modelling; and Geographic Information Systems. These Advanced Workshops are taught by departmental staff and outside experts. Students are strongly encouraged to attend these Workshops, as they provide an overview of techniques that researchers could use in the future, even if not necessarily for their current projects.

6.3 Spring Day Schools

A research student Day School is held every year. Attendance is a requirement of postgraduate registration, and involves student presentation of papers, with opportunity for feedback and discussion from staff and fellow students. The Day Schools include talks by research students, talks by Departmental and external staff, a student meeting and buffet lunch and tea during the proceedings and light refreshments afterwards. The Day Schools are particularly important for part-time students, who often find it difficult to meet other research students to discuss and share what are often common problems and issues. Students should expect to be asked to present their work at a Day School once or twice during the period they are doing research. The Spring Day School will be coordinated with the sociology partners in the South East DTC (see Section 2.4).

6.4 Periodic Tuesday Postgraduate Pro-Seminars

The Postgraduate Pro-seminars involve a programme of periodic professional seminars tailored to teach a range of skills necessary for research students that are not covered elsewhere in the programme (see annual schedule). These are held on select Tuesday afternoons from 15:00-17:00. Most are student-led with 2 or 3 students introducing the Pro-Seminar by presenting material related to their own doctoral experiences, followed by staff and student-led discussions. Topics for Pro-Seminars include: literature searching, using reference software, ethical issues, negotiating access, preparing for your viva, and giving conference papers and writing articles for publication. Students should expect to contribute to the Postgraduate Pro-Seminars at least twice during the period they are registered for their MPhil/PhD.

6.5 Day Courses in Social Research and CAQDAS Courses

About 15 Day Courses are run every year on advanced aspects of methodology, taught by Departmental staff and/or external experts. Topics vary from year to year, including topics such as - 'Writing Successful Research Proposals', 'Research Management'. 'Research Reviewing', 'Focus Groups', 'Designing Samples for Surveys' and 'Analysing Qualitative Data'. Research students are sent the leaflet describing each round of courses, and should see http://www2.surrey.ac.uk/sociology/news/stories/day_courses_in_social_research.htm

The Department hosts a long-standing networking project on CAQDAS (Computer Assisted Qualitative Data Analysis Software), which provides training courses, support and information on the use of a range of software programmes for qualitative data analysis. Courses focus on instruction in the use of the full range of qualitative data analysis software, including NVivo and MAXqda. Postgraduate research students can attend CAQDAS courses and Day Courses on a stand-by basis at a reduced fee: £50 for one-day courses and £90 for two-day courses.

The Department has an Access Grid Node (AGN), which can be thought of as an enhanced form of video-conferencing to conduct virtual small-group training in advanced research methods skills. The training operates on a reciprocal basis between major training providers in social science methodology, including Southampton, Essex, Manchester and Lancaster. Our South east DTC social science partners at University of Kent, University of Reading, and Royal Holloway also have AGNs. Virtual training sessions delivered from Surrey are based on the CAQDAS Networking Project course programme and the Day Courses in Social Research programme. Groups of up to ten postgraduate research students can receive live AGN-mediated training via the AGN link with other sites.

6.6 Postgraduate Residential Conference and Day Conference

All Masters students and staff attend the annual Residential Conference (held in November) and the Spring Day Conference. Doctoral students are encouraged to attend the Day Conference (attendance is free) and can attend the Residential Conference at cost. A limited number of free places are available to PhD students each year on application: for details of this year's programme and how to apply, please contact the Postgraduate Administrator.

6.7 Departmental Seminars

Postgraduate research students are encouraged to attend the Departmental seminar programme on Wednesday afternoons 4:00 to 5:30 (held in 04 AD 00) – a programme of about 20 seminars given by outside speakers, staff and research students about their research.

6.8 PhD Discussion Group

An informal monthly discussion group, run by PhD students and giving them the opportunity to present their ideas to their peers, meets monthly on a Wednesday, 13:00-14:00. Emails are sent around in advance announcing the topic.

6.9 University Postgraduate Skills Development Programme (PGSDP)

The University provides training and development opportunities for research degree students via the *Postgraduate Skills Development Programme* (PGSDP). It has been designed as a fully integrated programme, whereby centrally-delivered generic skills development opportunities complement those offered by individual Faculties or disciplines. The programme is designed to satisfy and respond to the specific development needs of research students. It has two main aims: to assist students in the timely, successful completion of their research degree programmes, and to assist students in developing interpersonal and employability-related skills, thereby improving their prospects on graduation.

The programme is organised and partly delivered through the Student Personal Learning and Study Hub (SPLASH) on the 3rd floor of the Library by Dr John Baxter, the University's Research Training and Development Co-ordinator. PGSDP workshops are offered on a repeating cycle throughout the academic year and include sessions such as academic writing and IT skills. Full details can be found on the programme's website at <http://www.surrey.ac.uk/library/researcher/pgr/>

6.10 Centre for Educational and Academic Development

The University's Centre for Educational and Academic Development runs a wide ranging programme of courses for University staff, which are also available for postgraduate research students. In particular, research students who undertake teaching responsibilities in the Department (see section 4.8) are encouraged to attend the courses on 'A Beginner's Guide to the Practice of Teaching', 'Teaching and Learning in Small Groups' and 'Enhancing Teaching Quality'. Students are also encouraged to attend Information Technology courses, such as on Excel, PowerPoint and Outlook. Attendance at these courses has to be agreed by the Head of Department.

6.11 Other Modules

Some undergraduate modules within the Sociology Department may prove of interest as convenient introductions to new areas of sociology or to refresh hazy memories. Even if you do not feel that it would be worthwhile to attend a module in full, you can in most cases obtain a reading list and some guidance on appropriate sources from the module convenor, who will usually be delighted that you are interested in his or her module.

Research students can also take advantage of components of modules run elsewhere in the University, for example in the Psychology Department. Further information can be obtained from the Undergraduate and Postgraduate Prospectuses (see Section 12) or from the Departments concerned.

6.12 Language Courses

The Language Centre at the University provides a wide range of English language courses for international students, which include classes in study skills, discussion and presentation techniques, note-taking strategies and thesis writing. Further details can be found at:

<http://www2.surrey.ac.uk/languages/study/englishprogrammes/elsp/>

The Centre for Language Studies offers students free of charge the chance to study a foreign language. Languages currently available include Arabic, Dutch, French, German, Italian, Japanese, Mandarin Chinese, Polish, Portuguese, Russian, Spanish and Swedish. Students may work towards the University's Global Graduate Award. Further details can be found at

<http://www2.surrey.ac.uk/languages/study/gga/>

7 The Sociological Community

You will get a great deal of feedback about your research from your supervisors and from other research students (especially at the Day Schools and Pro-Seminars), but the most helpful comments will probably come from other sociologists working in your area. They may also provide some encouragement, since they will probably be facing some of the same difficulties as you, or may be able to suggest ways round them. Research students, however, often have difficulty locating other researchers with whom they can discuss their work and then establishing personal contacts with them. The best way to find such people is through professional associations, such as the British Sociological Association (BSA), the [American Sociological Association](#) (ASA), and [International Sociological Association](#) (ISA) with its multiple Research Committees (RCs), as well as the Internet and search engines such as [Google Scholar](#).

Each association usually publishes a journal, and has at least an annual conference lasting between three to five days. For example, the BSA runs its annual conference for 3 days every Easter, at which over one hundred research papers are presented. The ASA annual conference is usually in August and is attended by thousands of sociologists. The ISA holds a World Congress every four years, which attracts thousands of sociologists from around the world. The individual [Research Committees](#) within the ISA have annual or semi-annual conferences and provide an opportunity for sharing cutting-edge research within more focused specialisms.

Research students are encouraged to attend professional conferences, many of which offer some support to offset expenses for doing so. Conference fees are structured such that you must join,

which is also the way to maximise the benefit from them. Membership application forms are available on their websites, and all offer discounted student membership fees that represent excellent professional value for money. For example, the BSA organises a range of ‘Study Groups’, which cover most areas of sociology. The Study Groups meet intermittently during the year, to hear papers read by their members. Attendance at a relevant Study Group meeting is one way to find out what is going on in UK sociology in your field and to meet others with similar research interests. Some Study groups are very large, such as the BSA Medical Sociology Group which holds a conference in York every September. There is a special BSA sub-group, the Postgraduate Forum, for postgraduates. The BSA also organises a summer school every year, which is intended to help research students. The theme alters from year to year, but if it is even slightly relevant to your interests, you are recommended to go. Past summer schools have won high praise from those who went.

The Department is also a member of the [European Consortium for Sociological Research](#) (ECSR), which specialises in comparative research and also offers a summer school around a theme each year. Student scholarships are available directly from the ECSR for these, which are announced in spring.

Research students funded by the DTC can often reclaim the expenses they incur in going to conferences. They should consult the Postgraduate Administrator, who manages finances for DTC-funded research students. The Department may also support conference attendance (up to £300), if you are presenting a paper and are in your final year of registration. To apply for this, you should see your supervisor and the Head of Department.

These are just some examples of professional organisations and what they offer; talk with your supervisors for those most closely related to your areas of interest.

8 Preparing and Presenting your Thesis

8.1 A Framework for a Thesis

At a fairly early stage in your research, you ought to have discussed with your supervisor the framework of your thesis, and have settled on such details as the number of chapters and their approximate contents. It is also useful to decide at an early stage on one of the conventions for giving references (your supervisor will help with this, if you are not familiar with them), so that everything you write follows the convention you have settled on. You may consider using reference software, such as EndNote or Reference Manager.

In working out the general form of a thesis, it is helpful to be aware of the ‘standard’ layout of chapters set out below, but it is certainly not necessary to stick rigidly to this plan. The design of the thesis should follow naturally from the research that you have been doing, but nevertheless all the areas listed should find a place in your own thesis:

- a) A critical account of previous work in the area. This should include mention of all the literature which you think is relevant to your problem (unless the quantity of literature is truly vast), but it should not resemble an annotated bibliography. The purpose of the critical review sections is firstly to define your problem in terms of previous research, and secondly to show how your work differs from or is better than anything that has been done before. The reader should be led from your critical remarks to look forward to the advances in knowledge that you will be presenting in the remainder of the thesis. This is also the place to indicate your reasons for choosing your particular research problem as a topic for study, perhaps in terms of its theoretical or practical significance.
- b) An account of the theoretical structure or the framework in which you have done your

research. You should address this section, as though to a sociologist who is not an expert in your area, but who nevertheless is competent in general sociology. Thus there is no need to introduce basic sociological terms, although it may be useful to show how you have used such terms in conceptualising your problem.

- c) In many, but not all, theses it is appropriate to include an historical section, which discusses the historical background to your topic. However, you should be careful that this historical discussion does not overwhelm the rest of the thesis (unless, of course, the history is theoretically vital to your overall argument).
- d) An account of the methods that you used to gather your data. Unless it is obvious that the choice of method was dictated by the problem you have been tackling, you should include some discussion of the alternative ways in which you might have gathered your data, and a justification of the method you actually selected. This is also the place to discuss the selection and size of the sample you used, and to consider its representativeness (if such issues are relevant to your study). You should include some mention of any difficulties in gathering data that you met and how you overcame them.
- e) Your results. You should include in the main body of the thesis only those results which are relevant to the overall case that you are making. Data and results which you would like to record, but which are not strictly relevant to your argument should be consigned to an appendix. For instance, an appendix is the place for tables of 'raw' data and for lengthy interview transcripts.
- f) Your discussion of the results and your conclusions. The latter should be clearly tied to the introductory literature review sections, so that the reader can see that you have in fact done what you initially said you were aiming to achieve. It is conventional to include a measure of self-criticism here, indicating what you might do differently if you were to do the research again, and also to provide suggestions for further research on your topic.
- g) A bibliography (formatted according to one of the standard conventions), which includes all of the references you have referred to in the text of your thesis. You may consider using reference software, such as EndNote or Reference Manager.

It must be emphasised that not all theses follow this plan, and it may not be advisable to attempt to follow it even roughly in your case. But the plan should give some indication of the kind of material, which it is expected that most theses will include.

It is recommended that you familiarise yourself with the format in which the thesis should be produced by looking at existing theses. There is a collection of previous MPhil and PhD theses available for consultation in the Departmental Research Library, and in the University Library. Speak to your supervisor about which theses would be the most appropriate for you to look at in order to get ideas about the shape that your own thesis might take.

8.2 Consultation of Theses and Copyright

The copyright of a thesis remains with the author but that of the abstract lies with the University. One copy of each successful thesis is deposited in the University Library. A student may bar all access to a thesis for a specified period, normally not exceeding a maximum of five years. Thereafter the Library has the right under strict conditions to make either the thesis itself, or a photographic copy, available to scholars. The second copy of a successful thesis is lodged in the Departmental Research Library.

8.3 Literature from Library on Writing Theses

Before starting to write your thesis, you should read 'Preparing and Presenting Theses and Dissertations' on the Library website <http://www.surrey.ac.uk/library/subject/theses> It contains essential information for all research students at the University of Surrey. Amongst the topics covered are: tips on thesis writing, how to lay out your thesis, how to present citations and reference lists in your thesis, the University Regulations for presenting and submitting theses, copyright issues, typing and copying your thesis, binding your thesis, and publishing your thesis.

You may also like to look at other publications about thesis and report writing. Such publications are classified in the University Library under classification number 415.1.

8.4 Academic Misconduct and Plagiarism

Making use of someone else's work without acknowledgement, and representing it as you own is **plagiarism** and constitutes academic misconduct. The penalties for this can be very severe.

It is essential that in your thesis you avoid the unacknowledged reproduction of *any* amount of material from *any* source including journal articles, the internet, or someone else's thesis. This includes both direct word-for-word reproduction and paraphrasing (presenting someone else's work in your own words without citing the original author). It is your responsibility to acknowledge the origin of the material and clearly to designate any extracts which are quoted word for word.

Although minor plagiarism is sometimes accidental, it is still subject to significant penalties. It is vital that when you take notes from source material you note clearly for yourself the reference for that material so that you can cite it in your thesis. Only make verbatim notes from sources if you intend to use that material as an acknowledged quotation. Where direct quotations are used in your thesis they must be clearly designated as such through the use of quote marks or indentation, and fully referenced. Ensure you provide the author, date and page number alongside the quote, and give the full reference in your bibliography at the end of your thesis. Paraphrased material must also be referenced to source (e.g. using the Harvard system of surname of author/s and date in the text, and giving the full reference in the bibliography).

The procedures for dealing with academic misconduct are set out in the Regulations (section 9, appendix VE, see especially sub-sections 5-7 on misconduct at doctoral level).

8.5 Length and Content of MPhil and PhD theses

The MPhil thesis is shorter than a PhD thesis; around 150 typed pages (45,000 words) is a typical length. *The norm for a PhD thesis in the Department has been set at 90,000 words, with 100,000 words as the absolute permitted maximum.* Under the Collaborative Doctorate scheme (section 2.3) students may submit a PhD thesis of 70,000 words. These word lengths do not include appendices containing tables, statistical material or other documents. You should include the word length of your thesis on the cover page.

An MPhil is limited not only in length as compared with a PhD but also in the scope of the problem and the amount of research it involves. MPhil theses tend to contribute empirical knowledge to an already established theoretical framework; PhDs are expected to extend knowledge at both the conceptual and empirical levels.

The University Regulations stipulate that an MPhil thesis should "embody the results of a well designed research programme or consist of an ordered and critical exposition of existing knowledge

in a well-defined field". By contrast, a PhD thesis should "form a distinct contribution to the current knowledge of the subject. The thesis should also show evidence of a systematic study of the subject, originality shown by the exercise of independent critical power, and should be worthy of publication in complete and abridged form." Research students should be quite clear in their own minds how their thesis meets these criteria, because the internal and external examiners of their thesis will be applying precisely these criteria when examining the thesis in order to reach their decision.

8.6 Preparing a Thesis, Format and Layout

Your supervisor will certainly want to see each chapter as you write it, and you must expect to have to redraft several, if not all of them, in the light of his or her comments. When you have completed the manuscript, you should then give your supervisor a chance to read through the document as a whole, and this reading may inspire further revisions. Throughout the preparation of your thesis, you should keep multiple backups of all of your drafts (preferably in separate places), in case of PC problems or other disasters and your text is accidentally lost or destroyed. You should always keep safe copies of your work and your data at every stage of your research.

8.6.1 Format of Thesis

The University Regulations are as follows: "The thesis shall be typed on A4 sized paper. All pages should be numbered. The title page shall bear the approved title, and student's name, the Degree for which the student is registered and the year in which the thesis is presented. A summary of the work, not exceeding 300 words in length, must be included in each copy following the title page. Whenever possible, subsidiary papers and other material should form part of the thesis, but a student is at liberty to submit such material separately for consideration by the examiners. The thesis shall be written in English except when the Research Degrees Committee has given permission for another language to be used owing to the nature of the subject. The summary should always be written in English."

The summary or abstract (not more than 300 words in length) should focus mainly on the problem and your conclusions, but should also mention the methods you used.

The usual layout of a thesis is as follows:

- A Title page setting out the author's name, the title of the thesis, the degree for which it is being submitted, year of submission and word count
- A 300-word summary
- Acknowledgements
- Contents page
- List of Tables and Figures, if any
- The chapters making up the main body of the thesis
- Bibliography
- Appendices (if any), each with a separate title and identifying numeral

(See the Code of Practice for Research Degrees for further details.)

8.6.2 Typing of Thesis

Theses should be typed with a minimum spacing of one and a half lines, on one side only of A4 size paper, with left hand margin of 1.5 inches and a reasonable right hand margin. While regulations now permit single-spaced, double-sided formats, the result can be harder to manipulate and less pleasing on the eye. Figures, charts and tables should be prepared using appropriate software and should ideally be printed on separate pages. Each figure and table should have a clear title and be consistently numbered, ideally with the chapter number, such as Table 5.4 for the fourth table in chapter 5.

8.7 Submitting the Thesis for Examination

Having completed your thesis, you must proof read it for word processing errors with great care. Examiners intensely dislike spelling mistakes, typing errors and bad grammar. You should then make photocopies of your manuscript. The Department photocopier can be used for this (see section 9.1).

About three months before you intend to submit your thesis, you should complete a (grey) Examination Entry Form. These are available from the Postgraduate Administrator. After filling in the relevant sections of the form, you should pass the form either to your supervisor or to the Postgraduate Research Administrator, who will arrange for it to be completed and sent on to the Examinations Office in the Registry. You must submit the Examination Entry Form no later than two months before the submission of the thesis.

Three copies of the soft-bound thesis must be submitted to the Examinations Office of the Registry. In practice, it is preferable if you hand the copies to the Postgraduate Administrator, who will distribute the copies as appropriate. It is worth making an additional copy for your own use. The copies of the thesis submitted for examination *do not have to be bound in hard covers prior to the oral examination*. This is to facilitate the process of making typographical corrections and revisions to the thesis, in the event of changes being required because of the examiners' recommendations. However, the University Examinations Office requires the soft-bound copies of the thesis submitted for examination to be held together properly by some effective means. You can get the copies of your thesis bound with temporary glued bindings at UnisPrint (on the ground floor of the library). Please note that the Examinations Office will not accept ring binders or lever arch files.

After the viva, and the approval of the final version of your thesis by the examiners, the thesis must be bound in the standard University blue cloth hardcover binding with the Degree, the year, and student's name on the spine, according to the University's specifications. A list of local binders may be obtained from the Postgraduate Administrator or the University Examinations Office.

Two hard bound copies of your approved and finalised thesis must be submitted to the Postgraduate Administrator in order for you to receive the formal award of your higher degree. The Degree Ceremony for Higher Awards is usually held each year in April in the Cathedral.

8.8 Viva Voce Examination

The viva voce examination comprises an assessment of the thesis and an oral examination at which the candidate has to defend their thesis. University regulations require that the viva voce examination be conducted by at least two examiners, one of whom must be an external examiner. The supervisors will discuss the appointment of an external and an internal examiner with the Postgraduate Research Director, who will submit a recommendation to Registry. The examiners will have a research interest in the area of the student's thesis. At least one of your

supervisors will be invited to attend the viva voce as an observer (but cannot contribute during the viva). A senior member of the Department will be appointed as an independent Chair of the viva.

8.9 Publication Guidelines

The Department periodically reviews its policy on joint publication between research students and their supervisors. The following guidelines have been formulated on the basis that it is in everyone's interest to maximise publication from research for the MPhil/PhD. The purpose of these guidelines is to provide encouragement to research students to publish, particularly where they have a career interest in academic social science. At the very least, we wish to encourage supervisors and research students to talk over the matter of publication as a regular feature of the supervisory relationship.

8.9.1. Credit for authorship

Where a research student and a supervisor jointly author a publication the norm should be that the research student's name should appear first. The matter of credit for authorship should be discussed at the outset, when planning the publication. Where the supervisor has contributed more than half the effort in producing the publication, and the research student agrees that this is so, it is acceptable for the supervisor's name to appear first. In this instance, it would be desirable if a brief written agreement to this effect were to be drawn up.

8.9.2. Helping research students to submit publications

Supervisors should regard it as part of their role to advise research students on outlets for publication. Such advice might range from a discussion of the most suitable journals/publishers through to providing an introduction to a publisher or commenting on a book proposal. The particular form of the advice is at the supervisor's discretion. Advice should not be given on the expectation that the supervisor will receive an authorship credit for doing so.

Each arrangement for joint authorship contains a unique combination of contributions, and so the guidelines must be tempered by individual circumstances. It may be sensible for those involved to draw up an agreement in writing about the division of labour and the attribution of authorship. Because research students may well be doing particularly individual work, consideration should first be given to sole authorship. Supervisors should be prepared to advise on this. If a student is unwilling to publish or is unable or unwilling to tackle revision, collaboration might be suggested. It is generally desirable that the results of research be disseminated and joint publication after a thesis has been successfully examined may avoid problems of competing interests. Any difficulties in respect of publication agreements may be referred to the Postgraduate Research Committee or the Departmental Research Committee.

Further authorship guidelines can be found here:

<http://www2.surrey.ac.uk/sociology/currentstudents/postgraduates/>

9 University of Surrey Student Charter

The University of Surrey is a world class, research intensive institution which places a high value on teaching, scholarship, enterprise and innovation. Our core values, shared by students and staff alike, are excellence, collegiality, professionalism and integrity. During your studies here, you will have the opportunity to interact proactively with recognised leaders in scholarship and research. You will also have the opportunity to develop your personal skills and those necessary for the world of work.

University staff in academic and support departments and the Students' Union work very closely together to ensure a high quality learning experience/environment within a supportive and safe community. We place a strong emphasis on mutual respect between staff and students, and our campus provides a warm and friendly learning environment. The University and the Students' Union offer a wide range of extra-curricular opportunities for students as well as support and guidance as and when required. You will be encouraged to provide feedback on all aspects of your academic and non-academic experiences either individually or via elected student representatives.

The University undertakes to provide:

- High quality staff, teaching and research support; academic advice and guidance; a Personal Tutor or Research Supervisor for each student;
- A high quality, relevant and ever improving academic experience for all students;
- High quality library, IT, laboratory and teaching facilities;
- Access to a wide range of activities that will enhance personal development and employability;
- A range of services ensuring students feel supported when necessary;
- Regular opportunities for students to feedback and a proactive approach towards enhancing the student experience;
- A safe working environment.

You undertake to:

- Do your very best; to strive to succeed and to fully engage in a positive way with all aspects of your studies;
- Take full responsibility for managing your own independent learning and personal development;
- Actively participate in sessions specified for your programme of studies or research and submit all assessed work by stated deadlines;

- Read the student handbook and comply with the general and assessment regulations governing your studies or research programme;
- Give constructive feedback on your University experience at all levels;
- Regularly check and respond, in a timely manner, to University emails, letters and other communications from staff and student representatives;
- Make appropriate use of the student union provision for student representation on formal decision making bodies and the staff/student committees of your faculty;
- Treat fellow students, staff and your environment with respect; in the context of the institution's diverse and multicultural community;
- Be aware of responsibilities for the health and safety of yourselves and others;
- Make prompt payment of tuition and all other fees charged by the institution.

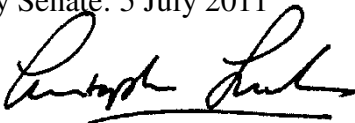
The Students' Union undertakes to:


- Offer students a means to feedback to the University and to enable continuous improvement of the services provided;
- Support students to ensure they receive fair treatment, are treated equally and are aware of their rights and responsibilities;
- Assist students with academic and welfare problems;
- Provide a range of sports clubs, societies and other activities to enhance personal development, meet other students and develop hobbies and interests;
- Support students in engaging with the community;
- Represent the interests of all students at local, regional and national level.

The University undertakes to provide all students with the following information:

- Lecture and examination timetables in good time;
- Clear deadlines and timeframes for feedback on submitted work;
- A handbook containing information relating to your programme such as academic regulations, exams, appeals, complaints and late submissions (see also <http://portal.surrey.ac.uk/calendar/index.jsp>)
- Programme tuition fees and payment options;
- Student welfare and support.

Date approved by Senate: 5 July 2011

Vice-Chancellor 

President of Students' Union 

Our Student Charter gives a summary of our aspirations and expectations for each other at the University of Surrey. It is not, however, a legally binding contract and it is not intended either to define or limit the legal rights and responsibilities of the University of Surrey, the University of Surrey Students Union and each student. All students should ensure that they are aware of all documents published by the University of Surrey and the Students Union which relate in any way to being a registered student and/or a member of the students' union (including the Charter, Statutes and Ordinances and all regulations, policies, procedures, protocols and guidelines issued by the University of Surrey and/or the Students Union from time to time).

10 Regulations for the Degrees of Master of Philosophy (MPhil), Doctor of Philosophy (PhD) and Doctor of Medicine (MD) by Research and Thesis

These Regulations should be read in conjunction with the University's Code of Practice for Research Degrees

- | | |
|--------------|---|
| Admission | <p>1.1(i) An applicant holding a Degree of the University of Surrey, or a Degree of any other University approved for this purpose, or a Degree awarded by the Council for National Academic Awards, may be admitted to a course of study and research leading to the Degree of Doctor of Philosophy with probationary status (with registration subject to confirmation in accordance with Regulation 3.7). The minimum requirement for registration for the degree of Doctor of Philosophy with probationary status will normally be that of an Honours Degree (Second Class, First Division) from a UK university or other qualification deemed by the Senate to be equivalent. An applicant who is not a graduate may be admitted provided that the applicant holds professional or other qualifications deemed appropriate.</p> <p>(ii) An applicant holding a Degree of the University of Surrey, or a Degree of any other University approved for this purpose, or a Degree awarded by the Council for National Academic Awards may be admitted solely to the Master of Philosophy. Should the student subsequently wish to transfer their registration to the Doctor of Philosophy then they would need to apply to register and undertake the confirmation process in accordance with Regulation 3.7.</p> <p>(iii) An applicant who is registered with the General Medical Council (UK) may be admitted to a programme of study and research leading to the Degree of Doctor of Medicine.</p> <p>1.2 An applicant may not be admitted to a programme of study and research leading to the Degree of Master of Philosophy, Doctor of Philosophy or Doctor of Medicine unless the applicant has first been accepted by the Dean of the Faculty in which the applicant proposes to study. The admission of an applicant may be subject to conditions specified by the Dean of Faculty.</p> <p>1.3 An applicant will be required to satisfy the Dean of Faculty of his/her ability to understand and communicate in both written and spoken English that is adequate for the purpose of pursuing the programme. This is normally a minimum score of 6.5 in the International English Language Testing System (IELTS) or equivalent. Either before or after the start of the programme the Dean of Faculty may require a student to attend a programme of instruction in English.</p> |
| Registration | <p>1.4 A student for the Degree of Master of Philosophy, Doctor of Philosophy or Doctor of Medicine must register at the start of the</p> |

programme of study and research and shall undertake to comply with the Charter, Statutes, Ordinances and Regulations of the University. Registration shall normally be effective from 1 October, 1 January, 1 April or 1 July in any year according to the quarter in which the programme of study and research is started. A student must re-enrol by the beginning of the Autumn semester for each year the programme of study is pursued. The registration of a student who fails to re-enrol by the end of the Autumn semester may be deemed to have lapsed. No student is entitled to register or re-enrol unless the prescribed annual fees for the year have been paid.¹

- Mode of Study 2.1 A programme of study and research may be pursued:
- (i) on a full-time or part-time basis at the University;
 - (ii) on a full-time or part-time basis in collaboration with industry, a research establishment or other institution having suitable facilities for carrying out research.
- 2.2 A programme of study and research for the degree of PhD must include all of the following:
- (i) Original research leading to a contribution to new knowledge
 - (ii) Sufficient study in discipline-specific matters as to permit a graduate to contribute at the forefront of the relevant profession or research.
 - (iii) Training in elements that allow the student to develop transferable and generic skills
- At the completion of the programme of study or research a candidate for the degree shall evidence their acquisition of these skills by means of:
- 2.3 (i) Presentation of a thesis or portfolio that:
- (a) for the Degree of Master of Philosophy should embody the results of a well designed research programme or consist of an ordered and critical exposition of existing knowledge in a well-defined field;
 - (b) for the Degree of Doctor of Philosophy or Doctor of Medicine should form a distinct contribution to the current knowledge of the subject. The thesis should also show evidence of a systematic study of the subject, originality shown by the exercise of independent critical power, and should be worthy of publication in complete or abridged form.
- (ii) Successful defence of thesis or portfolio at the *viva voce* examination. The purpose of such an examination shall be to:

¹ Detailed rules concerning payment of fees are given on page C 5.

- (a) establish that the work presented arises from the candidate's own efforts;
- (b) establish that the candidate has an awareness of their broader subject discipline beyond the confines of the thesis – their knowledge being typical of a competent researcher in the discipline;
- (c) establish that the candidate is capable of exercising independent critical analysis of data presented.

For the degree of Doctor of Philosophy and Doctor of Medicine, the examination shall in addition seek to establish that:

- 2.4 (a) the candidate has developed the ability to formulate investigations into appropriate questions for study
- (b) the candidate is capable of designing a programme of systematic study appropriate to address questions identified as in (a) above.

Study on a Collaborative Basis

- 2.5 A programme of study and research carried out on a collaborative basis shall be subject to an agreement between the University and the collaborating organisation:
 - (i) that the research is part of the work the student is carrying out at the organisation and that the student will normally be permitted to conduct the research for a substantial part of the student's time for at least the minimum period of registration for the Degree as specified in Regulation 2.7;
 - (ii) that the student will be released from other duties for visits to the University as necessary and also for a period at the end of the research in order to prepare a thesis.

The Dean of Faculty may specify the exact terms of the agreement in any individual case. The University reserves the right to cancel the registration of a student if the collaborating organisation concerned is unable to carry out the agreement.

- 2.6 A student may pursue the programme of study and research outside the United Kingdom if permitted to do so by the Dean of Faculty.

Minimum Period of Study for MPhil/PhD

- 2.7 The minimum period of full-time study and research shall be twenty-one months for a student registered for the Degree of Master of Philosophy and thirty-three months for the Degree of Doctor of Philosophy (see also Regulation 4.5). The latter period may be reduced by the Research Degrees Committee to twenty-four months, on the recommendation of the Dean of Faculty for students who have had their registration for the Degree of Doctor of Philosophy confirmed under the provision of Regulation 3.7 (see Code of Practice section 15.4 for Early Submission procedures)

The minimum period of part-time study and research shall be

thirty-three months for students for the Degree of Master of Philosophy and forty-five months for students for the Degree of Doctor of Philosophy (see also Regulation 4.5). The latter period may be reduced by the Research Degrees Committee to thirty-six months, on the recommendation of the Dean of Faculty if the student has their registration for the Degree of Doctor of Philosophy confirmed under the provision of Regulation 3.7 (see Code of Practice section 15.4 for Early Submission procedures)

Maximum Period of Study for MPhil/PhD	2.8	The maximum period of study and research for a student who has pursued, on a full-time basis, at least the minimum period in accordance with Regulation 2.7, shall be thirty-six months for the Degree of Master of Philosophy and forty-eight months for the Degree of Doctor of Philosophy. The maximum period for a part-time student shall be seventy-two months for the Degree of Master of Philosophy and ninety-six months for the Degree of Doctor of Philosophy.
Period of Study for the Doctor of Medicine	2.9	The minimum period of study and research for the Degree of Doctor of Medicine shall be twenty-four months. The maximum period shall be sixty months.
Extension of Time	2.10	A student may apply for an extension of the maximum period of study and research by writing to the Academic Registry having first obtained the approval of the principal supervisor and Dean of Faculty (or authorised signatory). Such an application shall be considered by the Research Degrees Committee after seeking the opinion of the student's supervisor(s) and Dean of Faculty if necessary. The Research Degrees Committee may extend the maximum period of study and research by not more than twelve months at any one time. The registration of a student for whom the maximum period of registration has ended, and for whom no further extension has been granted, shall be deemed to have lapsed and will be terminated.
	2.11	A student pursuing a programme of study and research on a full-time basis may not simultaneously register for another award of the University, or any other University, except that: <ul style="list-style-type: none"> (i) if a student has completed a programme of study for another award but the award has not been made, the student may register provisionally for a period not exceeding three months (ii) exceptionally and subject to approval by the Research Degrees Committee, a student registered at two institutions (the University of Surrey and a collaborative partner) may submit his or her thesis for examination at both institutions. Satisfactory performance at each institution would result in a dual award for the thesis; (iii) students registered for the PhD Psychology programme may also register concurrently for the award of PGCert in Health Practice.
Transfer from Another	2.12	The Research Degrees Committee may permit a student who has started a programme of study and research at another institution to

Institution		complete it as a registered student of the University of Surrey. The Research Degrees Committee shall specify the minimum and maximum periods of study and research in each case.
Temporary Withdrawal and Suspension of Registration	2.13	A programme of study and research shall be continuously pursued except that a Dean of Faculty may approve temporary suspension of registration for a period not exceeding a total of twelve months, provided the student has not already reached the period of maximum registration specified in Regulation 2.8 and 2.9 and has demonstrated good cause for such a suspension. The Dean of Faculty shall report any such period of approved temporary suspension of registration to the Academic Registrar. In such cases, the student's maximum period of registration shall be extended by the same amount of time.
	2.14	The Research Degrees Committee may, on the recommendation of the Dean of Faculty, approve: <ul style="list-style-type: none"> a. a further period of temporary suspension of registration beyond that already approved by a Dean of Faculty, in accordance with 2.13 above, if the student has not yet reached the end of the maximum period of registration specified in Regulation 2.8 or 2.9; or b. a period of temporary suspension of registration beyond the maximum period of registration, in accordance with the provisions of Regulation 2.8 and 2.9 above. <p>In either case, the period of temporary suspension of registration shall not exceed twelve months at any one time and shall extend the student's maximum period of registration by the same amount of time.</p>
	2.15	Temporary suspension of registration shall not normally be permitted in the case of a student registered on a continuing basis under the provisions of Regulation 3.8 but the Research Degrees Committee may grant permission in exceptional circumstances.
Transfer Between Modes of Study	2.16	A student may be permitted by the Dean of Faculty to transfer between full-time, part-time and collaborative registration. The Dean of Faculty shall inform the Academic Registrar of any such transfers. The minimum and maximum periods of registration shall be determined in each case according to the periods in which the student was registered under each mode.
Supervisors	3.1	The Dean of Faculty shall appoint one or more supervisors for each student. In all cases, at least one of the supervisors shall have supervised solely or as a team member at least one research student through to successful completion of a doctoral degree. When a student is supervised by a team there shall be one clearly identified point of contact between the student and the team and between the team and the University. This will normally be the principal supervisor.
		In the case of a collaborative student at least one other supervisor

(i.e., the collaborative supervisor) shall be a member of the collaborating organisation. The Dean of Faculty may appoint a replacement or additional supervisor at any time if necessary or desirable and shall do so if the principal supervisor ceases to hold one of the above appointments of the University.

The Dean of Faculty shall inform the Academic Registrar of the name(s) of the supervisor(s) and any changes thereto.

Principal Supervisor

3.2 At least one supervisor, the principal supervisor, shall be a member of the university's staff:

- (i) holding at least a 0.5 fte appointment as Professor, University Director, Reader, Senior Lecturer, Lecturer or Professorial or Senior Research Fellow;
or
- (ii) holding an honorary or joint appointment.

The principal supervisor shall be responsible for the overall direction of the student's programme of study towards a University qualification and for the development of the student's related understanding and skills and general progress. He/she shall also normally be responsible for the administration related to the student's programme of study and research.

Reports to Supervisor(s)

3.3 A student shall report on the progress of the research to the supervisor(s) in such manner and at such intervals as the supervisors may determine but at least once every six months.

A formal written annual report shall be made to the Dean of Faculty on the anniversary of the student's initial registration.

The report shall comprise a section written by the student and a section written by the principal supervisor.

The Dean of Faculty shall supply to the Research Degrees Committee on a quarterly basis a complete list of postgraduate research students, indicating any for whom an annual progress review has not been completed and the reasons why.

Refusal by a student to submit a written annual report may be considered as a reasonable ground for termination of studies by the Research Degrees Committee in accordance with Regulation 3.5.

Attendance at Lectures etc

3.4 The supervisor(s) may require a student to follow a programme of lectures, seminars, colloquia or equivalent educational activities as part of the programme of study and research.

Unsatisfactory Academic Progress

3.5 The Dean of Faculty, in consultation with the supervisor(s) and at least one other member of the Faculty not previously involved with supervising the student, may recommend to the Research Degrees Committee that a student's registration should be terminated if they are dissatisfied with the student's progress, provided that the student has been given at least 3 months' written notice of such dissatisfaction and given the opportunity to remedy the situation prior to making the recommendation to the Research Degrees Committee.

Where a Faculty decides after such a review to proceed with a recommendation for termination of registration to the Research Degrees Committee, the Dean of Faculty shall make such a recommendation in writing and may not delegate this authority (except where he/she is also a supervisor of the student).

The Research Degrees Committee may terminate the student's programme, provided that at least fourteen days before the meeting at which the recommendation is to be considered, the student has been informed of the recommendation and invited to state reasons in writing at least four days prior to the meeting why the programme should not be terminated.²

General
Exclusion

A student may be excluded from the University for other than academic reasons in accordance with the provisions of Statutes 5(5)(B) and 26.

Fitness to
Practise

3.6

A student registered for a programme of study which includes one or more period(s) of clinical and/or professional experience is required, at all times and as a condition of continued registration for that programme, to act or behave in a manner which:

- a) conforms to the relevant professional code of practice, if any; and/or
- b) is consistent with behaviour required by the profession or employer; and/or
- c) does not jeopardise or put at risk the welfare or well-being of others (e.g., patient, pupil, client, members of the public, fellow student, fellow employee, member of academic or professional/clinical staff) or him / herself.

The University reserves unconditionally the right to exclude or withdraw a student from a clinical or professional placement without notice on grounds of unprofessional behaviour, professional misconduct, and/or if it believes that the student's behaviour has the potential to cause harm to others or him / herself.

General Regulations Governing Fitness to Practise shall specify the criteria and procedures for dealing with allegations of unprofessional behaviour or professional misconduct. The University may suspend or terminate a student's registration in accordance with the General Regulations Governing Fitness to Practise.

Confirmation of
PhD Registration

3.7.1

Unless specified otherwise in the programme handbook, the confirmation review will normally take place twelve months after initial registration for full time students or twenty four months for part time students.

3.7.2

A student wishing to confirm his/her registration shall apply

through the principal supervisor and shall be required to submit to a Progress Confirmation committee a report of the work to date and future plans as specified by the Faculty.

The principal supervisor shall arrange a meeting to consider the application. The meeting shall involve: the student; with at least one supervisor; together with one other member of the Faculty who is independent of the candidate's research programme and, if applicable, an external assessor with knowledge of the field but independent of the candidate's research programme. The meeting shall be conducted as specified in the Code of Practice for Research Degrees.

3.7.3 Following the meeting, and in consultation with the supervisor(s), the Dean of Faculty shall recommend to the Research Degrees Committee:

- (i) that the student be permitted to continue registration on the Degree of Doctor of Philosophy or
- (ii) that the student's PhD registration should not be confirmed but that the student wishing to continue on the programme will be required to re-apply for confirmation of registration on a single occasion only, normally three months later (as in 3.7.4 and 3.7.5). The examiner(s) will supply the candidate with a written statement within 5 days after the meeting of the action to be taken in order to satisfy the criteria for confirmation of PhD registration.

The Dean of Faculty may require other evidence of fitness to continue before making the recommendation.

3.7.4 Where a student has not made sufficient progress in the first confirmation meeting (as in 3.7.3 above) they shall follow the procedures in 3.7.2 above in respect of the second confirmation meeting.

3.7.5 Following the second meeting, and in consultation with the supervisor(s), the Dean of Faculty shall recommend to the Research Degrees Committee:

- (i) that the student be permitted to continue registration on the Degree of Doctor of Philosophy or
- (ii) that the student should be registered for the Degree of Master of Philosophy or
- (iii) that the student's registration be terminated

The Dean of Faculty may require other evidence of fitness to continue before making either recommendation (i) or (ii) in section 3.7.5 following the second attempt to confirm registration.

Continuing
Status

3.8 A student may apply to register as a 'continuing student' while completing the thesis or portfolio. Continuing status may be granted provided that:

- (i) a student has completed a minimum period of research and

study as follows:

MPhil	24 months [full-time]
	36 months [part-time/collaborative]
PhD	36 months [full-time]
	48 months [part-time/collaborative]

MD 24 months [part-time/collaborative]

- (ii) the transfer is approved by both the principal supervisor and Dean of Faculty;
- (iii) the student is making use only of the University's general facilities; is no longer deemed to be using facilities of the Faculty such as laboratories or other specialist facilities such as University computing equipment and is receiving advice solely related to the writing up of his/her thesis
- (iv) In the case of a student who was registered on a full-time basis, the student is no longer in full-time attendance.

On the recommendation of a Faculty and with the support of the collaborative organisation, the Research Degrees Committee may permit a collaborative student registered for the Degree of Master of Philosophy or the Degree of Doctor of Philosophy, who has completed his or her research and has embarked upon writing up the thesis, to transfer registration to that of a continuing student earlier than the minimum periods indicated in 3.8(i).

Thesis or Portfolio	4.1	A student shall present a thesis or portfolio ³ as described in 2.3
References to Work of Others and Previous Work		A student shall indicate by means of explicit references the citation of the work of others or work by the student which is not part of the submission for the Degree. Work submitted for another Degree may not comprise part of the submission for the Degree of Master of Philosophy, Doctor of Philosophy or Doctor of Medicine.
Joint or Group Project	4.2	A student who has submitted work forming part of a joint or group research project, shall be required to satisfy the examiners that the student's share of the work is sufficient to justify the award of the Degree. In such cases the thesis must contain an introductory note stating the student's own claims to his or her contributions. A copy of such a note should be countersigned by the co-researchers.
	4.3	A student registered for an MPhil or PhD award in the field of Performing Arts may submit, in lieu of a thesis, a portfolio of original works that the student has undertaken while registered for the Degree. The portfolio shall include notes on each item within

³ For the purposes of these Regulations the term "thesis" hereafter shall be taken to imply also "portfolio" or "translation and dissertation", as appropriate.

it and either an extended analysis of one item or a dissertation on a related theme.

A student registered for an MPhil or PhD award in the field of Modern Languages may submit, in lieu of a thesis, a translation of an academically significant work. The translation shall be accompanied by a dissertation placing the student's work in relation to research in translation theory and critically analysing the intellectual importance and the translation difficulties of the work.

In either case, the proposed work in lieu of a thesis shall be subject to the approval of the Dean of Faculty. Regulations 4.7 to 4.9 shall apply where possible.

- | | | |
|------------------|-----|---|
| | 4.4 | A student shall be required to complete an examination entry form which should be returned to the Academic Registry, through the Dean of Faculty, not earlier than six months nor later than two months before the thesis is presented; the proposed title of the thesis shall be entered on the form. The title of the thesis must be approved by the Dean of Faculty. No change whatever in the approved title may be made except with the consent of the Dean of Faculty. |
| Time Limits | 4.5 | The thesis shall be submitted not earlier than the end of the minimum period of research or later than the end of the student's period of registration. In exceptional circumstances, the Research Degrees Committee may permit the student to submit the thesis at an earlier date (see Code of Practice section 15.4 for Early Submission procedures) |
| Format of Thesis | 4.6 | The thesis shall be temporarily bound before it is examined. One copy per examiner shall be submitted to the Faculty for distribution and, if required, a copy shall be submitted for use by the supervisor. Where appropriate, a copy of the thesis may also be required by a collaborating organisation. |
| | 4.7 | The thesis shall be typed on A4 sized paper. All pages should be numbered. The title page shall bear the approved title, and student's name, the Degree for which the student is registered and the year in which the thesis is presented. A summary of the work, not exceeding 300 words in length and a signed Statement of Originality (see 8.2 of the <i>Code of Practice for Research Degrees</i>) must be included in each copy following the title page. Whenever possible, subsidiary papers and other material should form part of the thesis, but a student is at liberty to submit such material separately for consideration by the examiners. |

See also Preparation and Presentation of Theses and Dissertations: <http://www.surrey.ac.uk/library/subject/theses/#layout>

The thesis shall be written in English except when the Research Degrees Committee has given permission for another language to be used owing to the nature of the subject. The summary should always be written in English.

4.8 Following recommendation by the examiners that an award be made, at least one copy of the thesis, and any additional copies as deemed necessary, shall be submitted to the Faculty. One copy of the thesis of a successful student will be retained in the University Library and the others by the Faculty(s) and, where appropriate, by the collaborating organisation concerned. A student is advised to keep an additional copy for personal use.

The thesis shall be permanently bound. The binding shall be in blue cloth and hard-backed. The Degree, the year, and the student's name shall appear on the spine. The thesis will adhere to the format in accordance with 4.7. A digital copy of the final thesis shall also be submitted.

4.9 No alterations or additions may be made to a thesis after it has been submitted except with the agreement of the examiners in accordance with Regulation 5.6.

Examiners

5.1 The examination shall be conducted by at least two examiners, at least one of whom must be external to the University.

Normally, there should be one internal and one external examiner. The internal examiner will have the dual role of examining and chairing⁴ the viva voce examination unless an independent chair is appointed under the provisions of regulation 5.2 below.

The examiners must have expertise in examining at the appropriate level so that they are familiar with the standards expected and the achievement likely to be attained. The appointed examiners should, between them, normally have examined a minimum of six candidates at the appropriate level; an external examiner must have experience of at least one relevant examination. Where an external examiner does not have the experience necessary, an additional external examiner shall be appointed who may not hold such specialist knowledge but who could supply the necessary examination experience. This does not remove the requirement for an experienced internal examiner unless an independent chair has also been appointed and the arrangements are approved by the Research Degrees Committee.

An external examiner shall not have held any appointment of the University, other than that of external examiner, during the period in which the student had been registered for the Degree, nor had any supervisory relationship with the student.

Selection and Appointment of Examiners

5.2 The examiners shall be appointed by the Research Degrees Committee on the recommendation of the Dean of the Faculty. The examiners will not have had any prior formal involvement with the project or have acted as supervisor of the student.

Internal examiners shall normally have expertise in the area

4

In this role the internal examiner will be responsible for ensuring the proper and fair conduct of the meeting, including conformity with General Regulations and Code of Practice. They will sign the final joint examination report to confirm that the examination took place according to the regulations, resulting in one of the permitted outcomes by the regulations. See also Code of Practice section 16.3

relevant to the student's field of research and be demonstrably research active, hold permanent appointments as Lecturer, Senior Lecturer, Reader, Professor, University Director, Professorial or Senior Research Fellow with the Faculty (honorary or joint appointees and retired staff members may also be eligible for appointment).

All new Internal Examiners will have undergone appropriate training in examination and in chairing vivas prior to appointment.

Nominations shall be submitted to the Academic Registry not earlier than six months and not later than two months before the thesis is presented.

Independent Chairs

Independent Chairs will be appointed by the Research Degrees Committee in the following circumstances:

- (i) where a student is being re-assessed upon appeal
- (ii) in cases where two external examiners are required including:
 - a. where the candidate is a member of the staff of the university⁵
 - b. where the university is unable to provide an internal examiner with the appropriate subject matter expertise and a second external examiner is appointed⁶
 - c. where two external examiners are required due to lack of examining experience of the preferred subject matter expert (as allowed under regulation 5.1) and the nominated internal examiner has experience of less than 6 examinations or has no prior experience of chairing a viva
- (iii) in any other special case as determined by the Research Degrees Committee

The independent Chair will be internal to the University.

The Chair will be appointed by the Research Degrees Committee on the recommendation of the Dean of the Faculty. The Chair will not have had any prior formal involvement with the project or have acted as supervisor of the student.

Examiners' Reports	5.3	Each examiner shall submit via the student's Faculty an independent report on the content and style of the thesis prior to the <i>viva voce</i> examination.
Viva Voce Examination	5.4	The <i>viva voce</i> examination should normally be held not less than 30 days and not more than 90 days after submission of the thesis. Only with the approval of the Research Degrees Committee and with the written agreement of both the examiners and the

⁵ This would not normally apply to students on a fixed-term contract where a supervisor/student relationship pertains.

⁶ MD examinations usually fall in this category

candidate, the *viva voce* examination may exceptionally be held after 20 days from the date of submission.

- 5.5 The *viva voce* examination shall be conducted in the presence of the examiners at the University in Guildford. Exceptionally, and subject to the approval of the relevant Dean, the examination may be arranged at another venue, provided all parties, including the student, agree. Exceptionally, and subject to the approval of the Chair of the Research Degrees Committee, the *viva voce* examination may take place via video-conference provided that the student is accompanied by at least one of the examiners.

The student's supervisor(s) may and would ordinarily expect to be present at the *viva voce* examination. The student may request in writing to the Dean of Faculty at the time of the thesis submission that the supervisor(s) be present or not be present at the *viva voce* examination. Reasons need not be given. If the supervisor(s) are present, they may only take part or comment at the invitation of the chair. If the supervisor(s) are not present, the examiners may, in consultation with and through the chair, seek answers to questions from the supervisor before, during or after the examination.

No persons other than the above shall be present at or otherwise take part in the *viva voce* examination, except that the Dean of Faculty, or Head of Department at the behest of the Dean of Faculty, if not an examiner or supervisor, may be present as an observer.

The purpose of the *viva voce* examination is described in regulation 2.3(ii).

Examiners'
Recommendation

- 5.6 After the examination, the examiners shall report on the *viva voce* examination, together with any reports that may have been submitted by the supervisor(s) in response to a request by the examiners in accordance with Regulation 5.5. They shall preferably present a joint report but are at liberty to present separate ones if they so wish.

They shall jointly make one of the following recommendations, as appropriate:

- (i) that the Degree be awarded;
- (ii) that the Degree be awarded, subject to specified, minor corrections⁷ and/or additions⁸ being made to the thesis or portfolio to the satisfaction of the Internal Examiner within a period not exceeding six months;
- (iii) that the Degree not be awarded, but that the student be permitted to submit a revised thesis, by a specified date,

⁷ The phrase "specified, minor corrections" shall be taken to include the correction of minor corrections, minor errors of fact, typography, grammar, style, syntax and/or layout of graphs/tables etc., which would enhance the readers' understanding of the author's argument but which does not alter the intellectual content and reasoning of the thesis.

⁸ "Minor additions" are those which do not involve further supervision or any further original research. Such additions might include, for example, additional sentences, tables, paragraphs or pages but not normally additional chapters.

normally twelve months, with or without further research, and be examined with or without a further *viva voce* examination [the examiners may, however, recommend (iv) or (v) as an alternative to (iii)];

- (iv) that for those students registered for the PhD or MD, that Degree not be awarded but that the Degree of Master of Philosophy be awarded, if appropriate, after specified minor corrections and/or additions have been made to the thesis or portfolio, and if the student submits the thesis for that Degree within six months or as otherwise agreed by the Research Degrees Committee
- (v) that for those students registered for the PhD or MD, that Degree not be awarded but the student be permitted to submit a revised thesis, for the degree of Master of Philosophy, by a specified date, (normally twelve months), with or without further research, and be examined with or without a further *viva voce* examination
- (vi) that the Degree not be awarded and with no recommendation regarding a re-submission of the thesis (normally only applicable following a re-submission)

If specified minor corrections are required in a thesis or portfolio, the Internal Examiner shall inform the student of the nature of the corrections, within 20 days of the *viva*, in the form of a written list, a copy of which will be appended to the Examination Entry Form⁹. Any corrections required in a thesis shall be completed within six months of the *viva voce* examination unless the Research Degrees Committee allows a longer time. The thesis shall be permanently bound within the same time limit if it was not so bound when examined. The Internal Examiner shall, within 30 days of completion by the student, certify that any specified, minor corrections have been carried out satisfactorily and included in the bound thesis or portfolio.

In the case of any resubmission, the student may be liable for additional composition and/or re-examination fees.

5.7 The recommendation of the examiners shall be considered by the Research Degrees Committee. If a recommendation that the Degree be not awarded is approved, the student's programme shall be terminated.

Submission of
Revised Thesis

5.8 A student shall be informed in writing within 20 days after the *viva* of the reasons for the examiners' rejection of the original thesis, normally by being sent by the Academic Registrar (or nominee) a Statement of Requirements prepared by the examiners listing the principal aspects of the thesis which require improvement, a copy of which will be appended to the Examination Entry Form.

⁹

The examiners may indicate in general terms a need to correct grammar and/or spelling, and, in addition, may return to the student an annotated copy of the thesis or portfolio.

A student may submit a revised thesis once only, on the recommendation of the examiners and with the approval of the Research Degrees Committee. The Examiners shall determine the date by which the revised thesis shall be submitted, normally twelve months after the original *viva voce*. If the thesis is not submitted by the specified date the student's registration may be deemed to have lapsed; the Research Degrees Committee may, however, grant an extension of the time permitted.

The procedure for submitting a revised thesis shall be the same as that for submitting the original one as specified in Regulations 4.4 and 4.6.

A revised thesis shall normally be examined by both original examiners but the Research Degrees Committee may appoint other examiners. The examiners may not recommend re-submission for a second time but may make one of the recommendations, as appropriate, in accordance with Regulation 5.6 (i), (ii), (iv) or (vi) above and should do so within 90 days of receipt of the revised thesis.

- | | | |
|---|------|--|
| Disagreement
Between
Examiners | 5.9 | If the examiners are unable to agree on a recommendation according to Regulation 5.6, the Research Degrees Committee shall appoint an additional external examiner to review the thesis and the original examiners' reports which will be anonymised. The additional examiner may require the student to undergo another <i>viva voce</i> examination. The Research Degrees Committee shall consider the reports of all examiners before reaching a decision. |
| | 5.10 | Matters concerning the examination of a student are confidential to those taking part in the examination and appropriate officers of the University. The contents of the thesis are similarly confidential until the award has been approved by the Research Degrees Committee and the thesis is available for dissemination in accordance with Regulation 6.1 and 6.2. |
| Copyright and
Access to
Dissertations | 6.1 | Dissemination of knowledge is one of the objects of the University. Copies of theses accepted for the Degree of Master of Philosophy, Doctor of Philosophy or Doctor of Medicine are placed in the University Library and are available for anyone to consult. A student is therefore advised to mark the thesis as copyright. It shall, however, be a condition of acceptance of a thesis that the University Librarian be empowered to reproduce the thesis by photocopy or otherwise and to lend copies to those institutions or persons who, in the Librarian's opinion, require them for academic purposes. ¹⁰ |
| | 6.2 | If the sponsoring organisation or collaborating body considers that the thesis contains matter of a confidential nature, the author may |

10 A microfilm copy of a PhD thesis may be deposited with the British Library Document Supply Centre who may provide additional copies to other individuals or institutions. If a candidate completes a prescribed form, the British Library will make a payment in respect of copies supplied in certain circumstances.

instruct the Librarian to restrict access to a thesis for a period not exceeding five years. Access to the thesis may be allowed during this period only with permission of person(s) specified by the sponsoring organisation or collaborating body. Similarly, if it is desired to seek a patent from matter in the thesis, the author may instruct the Librarian to restrict access for a period not exceeding one year. If it is desired to extend the restriction beyond the above periods, or restrict access on other grounds, application must be made by writing to the University Librarian.

Intellectual Property	6.3	While the copyright of the thesis belongs to the author, a student is required to assign to the University or its nominee any intellectual property rights (whether patentable or otherwise) that the student is considered to have acquired resulting directly or indirectly from study at the University in return for a fair proportion of any net receipts in accordance with the terms of the University's Intellectual Property Code. A student may, however, be subject to a specific agreement with the student's sponsor concerning the assignment of intellectual property rights to the sponsor.
Award	7.1	The Degree shall be awarded to a successful student by the Research Degrees Committee. The date of the award shall be the date on which the Research Degrees Committee approves the award.
Students in Debt	7.2	No student shall be entitled to the award of a Degree unless all fees for tuition and residence and any other sums due to the University have been paid, and the rightful property of the University returned.
Formal Conferment	7.3	Degrees shall be formally conferred at a Congregation held for the purpose. The Academic Registrar shall publish the names of those who have been awarded Degrees in the University Gazette and may publish them elsewhere.
Degree Certificate	7.4	After the formal conferment, each graduate shall be given a Degree Certificate. The Certificate shall either be handed to the graduate or sent through the ordinary post to the student's address as listed in the University records. A replacement Certificate can be issued only on receipt of a written request from the graduate and on payment of the appropriate fee.
Appeals	8.1	The grounds for and procedures for appeals are set out in the University's published Regulations for Academic Appeals . The regulations are available at: http://portal.surrey.ac.uk/calendar/generalregs/index.jsp
Made by Senate:	25 June 1985	
Last Revised:	19 July 2011	

11. Academic Integrity – postgraduate students undertaking research

Please note that the information contained in this section is an annex to the University of Surrey’s Regulations for Academic Integrity; a copy of this is available on the university website or from your postgraduate administrator.

This Annex contains supplementary academic integrity regulations that apply to

- research activities and their management undertaken by postgraduate research students and
- research components and research management that forms part of the assessed work of other postgraduate students studying for higher awards .

Who these regulations apply to

- 1 This section of the Academic Regulations applies to postgraduate students registered for a higher award of the University by research. These awards include Master of Philosophy (MPhil), Doctor of Philosophy (PhD), and Doctor of Medicine (MD) by research and thesis.
- 2 This section of the Academic Regulations also applies to the thesis, dissertation, portfolio or other research components of programmes undertaken by postgraduate students registered for a higher award of the University. Such awards include the research components of taught modular programmes that lead to the University's higher awards and practitioner doctorate awards.

Academic Integrity and Good Research Practice

- 3 Students registered for the University's higher awards by research and those undertaking the research component of taught modular programmes that lead to higher awards or practitioner doctorate awards are required to comply with the University’s *Code on Good Research Practice* and the *Code of Practice on Misconduct and Fraud in Research*. These documents set out the University's requirements for the management by students of the research process and define academic misconduct Paragraphs 4 and 5 below provide examples of academic misconduct.

Research management

- 4 For students registered for the University's higher awards who engage in research and research management the University identifies the following acts, omissions and behaviours as academic misconduct related to research management:
 - 1 **Mismanagement** or inadequate preservation of data and/or primary materials, including failure to
 - keep clear and accurate records of the research procedures followed and the results obtained, including interim results
 - hold records securely in paper or electronic form
 - make relevant primary data and research evidence accessible to others for reasonable periods after the completion of the research: data should normally be preserved and accessible for ten years, but for projects of clinical or major social, environmental or heritage importance, for 20 years or longer;
 - manage data according to the research funder’s data policy, and all relevant legislation

- wherever possible, deposit data permanently within a national collection

The University recognises that the proper management and preservation of data and primary materials is shared between the researcher and the research organisation.

- 2 **Breach of duty of care**, which involves deliberately, recklessly, or by gross negligence
 - disclosing improperly the identity of individuals or groups involved in research without their consent, or other breach of confidentiality
 - placing any of those involved in research in danger, whether as subjects, participants or associated individuals, without their prior consent, and without appropriate safeguards even with consent; this includes reputational danger where that can be anticipated
 - not taking all reasonable care to ensure that the risks and dangers, the broad objectives, and the sponsors of the research, are known to participants or their legal representatives, to ensure appropriate informed consent is obtained properly, explicitly and transparently
 - not observing legal and reasonable ethical requirements or obligations of care for animal subjects, human organs or tissue used in research; or for the protection of the environment
- 3 Misrepresentation of qualifications and/or experience, including claiming or implying qualifications or experience which are not held;
- 4 Cheating or otherwise disclosing information with the intent of gaining for oneself or for another an unfair advantage;
- 5 Intentional damage to, or removal of, the research-related property of another;
- 6 Intentional non-compliance with the terms and conditions governing the award of external funding for research or with the University's policies and procedures relating to research, including accounting requirements, ethics, and health and safety regulations.

Misconduct in respect of theses, portfolios, other assessment or confirmation review report submitted for Doctoral Awards

- 5 Academic misconduct identified in the thesis, portfolio, other assessment or confirmation review report includes
 - Plagiarism: misrepresentation of the work or expressed thoughts of others as one's own without permission or acknowledgement
 - Deliberate exploitation of ideas and concepts of others without acknowledgement
 - Fabrication and/or misappropriation of: participant consents; results of work which the student falsely claims to have undertaken (for example, experiments, interviews, observations or other forms of research and investigation); results which the student has not obtained or has obtained but in a context very different from that claimed, including work performed by other University staff and/or students; results by omission from analysis and publication of selected components of a data set; research attribution and credentials (for example: false claims of publication of work or denial of authorship, where an author has made a significant contribution).
 - Falsification, including the inappropriate manipulation and/or selection of data, imagery and/or participant consents

- Misrepresentation of data or knowingly, recklessly or by gross negligence, presenting flawed interpretation of data
- Undisclosed duplication of publication to gain another award.

Academic Misconduct Panels to hear possible cases of academic misconduct by students registered for higher awards by research and in research components of taught modular programmes that lead to the University's higher awards and practitioner doctorate awards

- 6 The University's procedures for investigating possible academic misconduct with respect to research or research management by a postgraduate student at any stage before or after the award of degree are set out below, in Section *N* of these Academic Regulations [Regulations for hearings by panels],.
- 7 Where a supervisor or tutor finds evidence of possible academic misconduct
- in the work, conduct, or research management of a student registered for a higher award by research or
 - in the research components produced by a student following a taught modular programme or a practitioner doctorate that leads to a higher award of the University, or in the student's conduct or their research management

the supervisor or other member of staff consults the relevant Academic Integrity Officer and the relevant Faculty's Postgraduate Research Director (or a nominee of the Dean of Faculty where the Postgraduate Research Director is the student's supervisor). Together they review the evidence in order to come to a judgment whether the evidence points to poor academic practice or to academic misconduct. In all cases where the tutor who has identified possible academic misconduct is not the student's principal supervisor the latter is informed and consulted.

- 8 In cases where the supervisor or other member of staff, the Academic Integrity Officer and the Faculty's Director of Postgraduate Studies (or their equivalent) having reviewed the student's work or conduct comes to the view that it represents poor academic practice or research management they require the student to attend for a formal discussion of the work or conduct in question at which the student may be accompanied by a friend, who may be another student or an official of the University of Surrey Students' Union.
- 9 The formal discussion provides an opportunity for the Academic Integrity Officer and one or more of the tutor, supervisor and Director of Postgraduate Studies (or their equivalent) to show the student (and their friend) how what appears to be the product of academic misconduct was identified in the student's work or conduct, and to hear any explanation or claim for extenuating circumstances the student may wish to advance.

Extenuating circumstances

- 10 Where the student claims that there were valid extenuating circumstances for their poor academic practice or apparent academic misconduct these are subjected to the University's standard procedures for their evaluation and verification. Where the Academic Integrity Officer is able to confirm that extenuating circumstances apply in a particular case they advise the Postgraduate Research Director (or their equivalent) and the Examinations Office accordingly.

Poor academic practice

- 11 Where the Academic Integrity Officer finds that the student's work or conduct was the product of poor academic practice, poor conduct, or poor research management, rather

than academic misconduct, they recommend to the Postgraduate Research Director (or their equivalent) that this has been noted. The student's record is updated accordingly to enable follow-up action to be monitored.

The Academic Integrity Officer together with the student's principal supervisor and the Office of the Dean of Students assist the student to compile a remedial programme of activities to address the poor practice, conduct, or research management that is at issue. The supervisor monitors the student's completion of these activities and the Academic Integrity notifies the Examination Office when they are completed so that the student's record can be updated.

Possible academic misconduct

- 12 Where, having heard the student, the Academic Integrity Officer, the Director of Postgraduate Studies (or their equivalent) and the supervisor come to the view that the matter may be one or more of academic misconduct, a breach of the University's requirements for academic integrity, or its requirements for good research practice, they refer the matter(s) to be heard by an Academic Misconduct Panel.

Failure to attend a formal meeting with an Academic Integrity officer

- 13 Where a student fails to attend a formal discussion with the Academic Integrity Officer and one or more of the relevant tutor, the supervisor, and the Director of Postgraduate Studies, in connection with a possible instance of academic misconduct, the Officer refers the matter to an Academic Misconduct Panel.

Possible academic misconduct identified in a doctoral thesis submitted for examination

- 14 Where a doctoral thesis has been submitted for examination and one or more of the examiners consider that it may contain material that is the product of academic misconduct they consult the relevant Academic Integrity Officer. Together they seek to identify and agree the areas of potential academic misconduct in the thesis and to establish whether, in their academic judgement, the nature of the academic misconduct is such that it should be categorised as 'minor' or 'major'.

In order to maintain consistency across the University in the way academic misconduct is handled, when deciding whether possible academic misconduct in a doctoral thesis submitted for examination should be viewed as 'minor' or 'major' the Academic Integrity Officer will seek the advice of the Academic Registry, Examinations Office, and the Office of the Dean of Students.

Possible minor academic misconduct in a doctoral thesis submitted for examination

- 15 The University views possible failings in the literature review or in the methods sections of the thesis or isolated instances of plagiarism as 'minor' academic misconduct when the material in question does not compromise the examiners' ability to assess the integrity of the work as a whole, and the potential academic misconduct can be addressed in the normal viva voce process.

In any case where a student has submitted a thesis in which there is evidence of possible academic misconduct and this is to be discussed in the viva voce examination the student needs to know before their viva voce examination that possible 'minor' academic misconduct has been identified in their thesis so that they can prepare themselves for the matter to be raised for discussion.

- 16 Where the examiners for a thesis consider it possible that there is evidence of minor academic misconduct in a thesis submitted for examination the internal examiner(s) consult(s) the student's academic records. If these show that the student has previously

been penalised for academic misconduct the thesis may not be put forward for viva voce examination but is put to an Academic Misconduct Panel by the relevant Faculty.

- 17 Where the student's records show that they have not previously been penalised for academic misconduct the examiners note the context and particulars of the possible academic misconduct in their reports, the Academic Integrity Officer informs the student and the examiners conducting the viva voce examination through the Examinations Office, so that the examiners are aware that the matter is to be discussed with the student as part of the viva voce examination, and the viva voce examination may proceed.
- 18 In the course of a viva voce examination where the possibility of minor academic misconduct by a research student has been raised by the internal examiners the examiners conducting the viva voce examination will raise the matter with the student and invite them to respond. Where the examiners are satisfied that the possible academic misconduct has not affected the integrity of the whole of the student's thesis, dissertation, project or portfolio, and the student's records show that this is their first instance of academic misconduct, the maximum positive recommendation available to the examiner shall be limited to 'not to award, but permit resubmission of a revised thesis, with or without further viva' The examiners are required to note these matters the student's account of themselves, and any recommended remedial work to the thesis in their report(s).
- 19 In cases where the examining panel for a thesis has been informed that the internal examiners consider that 'minor' academic misconduct may have occurred those examiners conducting the viva voce will review the thesis and discuss the possible academic misconduct with the student. Where, having taken these steps the examiners come to the view that the possible academic misconduct is more serious than the examiners had previously considered they suspend the viva voce and refer the possible academic misconduct back to the relevant Faculty, to be heard by an Academic Misconduct Panel.

Possible major academic misconduct identified in a doctoral thesis submitted for examination

- 20 Where the examiners for a doctoral thesis, together with the relevant Academic Integrity Officer, consider that it is possible that the thesis submitted for examination includes the fabrication or plagiarism of research outputs or interpretation, or that there is extensive plagiarism in parts of the thesis, they recommend to the Research Degrees Committee that the thesis examination process be suspended and that the matter be referred to an Academic Misconduct Panel.

Hearings by Academic Misconduct Panels of matters to do with academic misconduct by postgraduate research students and students submitting dissertations, theses, portfolios, projects and other research products for higher awards

- 21 Academic Misconduct Panels that are convened to hear and make recommendations on possible instances of academic misconduct by postgraduate research students or postgraduate students who are submitting dissertations, theses, and other products of research for a higher award, conduct their business as required by the University's *Regulations for Hearings by Panels*.
- 22 The membership of an Academic Misconduct Panel convened to hear and make recommendations on possible instances of academic misconduct by a postgraduate research student, or a postgraduate student who has submitted a dissertation, thesis, or other products of research for a higher award, will include an Academic Integrity Officer not linked to the student or their supervisory team; a member of academic staff from the student's Faculty who has acted as a principal supervisor to postgraduate research students and a Postgraduate Research Director from another Faculty who chairs the Panel. The

Faculty Registrar or a member of their staff acts as the secretary to the Panel. If the student has been found guilty of a previous offence of academic misconduct, the panel must comprise of members not involved with the first hearing.

Decisions open to an Academic Misconduct Panel dealing with academic misconduct by postgraduate research students and students submitting dissertations, theses, portfolios, projects and other research products for higher awards

- 23 Having reviewed the evidence, and heard the student, an Academic Misconduct Panel may make the following findings
- that academic misconduct took place
 - that academic misconduct did not take place
- 24 Where the Academic Misconduct Panel finds that academic misconduct did not take place the examination process is resumed and no modifications may be made to the thesis. A letter is sent to the student (copied to the examiners) informing them of the outcome
- 25 Where the Academic Misconduct Panel finds that academic misconduct did take place it recommends one of the prescribed penalties to the Research Degrees Committee.

Penalties for Academic Misconduct

Penalties for a first instance of academic misconduct with respect to the management of research

- 26 Where an Academic Misconduct Panel finds that a research student studying for a higher award has committed academic misconduct as defined in paragraph 82, and it is the first such instance recorded for that student, the Panel recommends to the Research Degrees Committee that the Committee issues a formal warning to the student and that if this recommendation is accepted that the student's record be updated accordingly by the Examinations Office.

Second instance of academic misconduct by a student registered for a higher award with respect to the management of research

- 27 Where a postgraduate student registered for a higher award is found by an Academic Misconduct Panel to have committed academic misconduct as defined in paragraph 82, and the student's record shows that they have already received a formal warning, the Academic Misconduct Panel may recommend to the Research Degrees Committee that the student's registration be terminated and that they should not be allowed to resubmit their dissertation, thesis or other research product for examination.
- 28 Where a postgraduate research student registered for a higher award is found by an Academic Misconduct Panel to have committed academic misconduct as defined in paragraph 82 and the student's record shows that they have already received a formal warning, the Academic Misconduct Panel may recommend to the Research Degrees Committee that the student's dissertation, thesis or other research product be failed but that they should have the opportunity to resubmit it for examination.

Penalties for academic misconduct identified in a thesis, dissertation, portfolio, other work submitted for assessment or confirmation review report

- 29 An Academic Misconduct Panel which finds that a postgraduate research student or a student submitting a dissertation, thesis, portfolio, project or other assessment for a Doctoral award has committed, or has attempted to commit academic misconduct (listed in paragraph 83) the Panel may recommend the following penalties to the Research Degrees Committee

- the assessment is failed (if a first offence) with an opportunity to resubmit
 - for cases where there are extenuating circumstances supported by independent evidence, or where the academic misconduct is the first instance where the student has been penalised, the Panel may recommend that the student be allowed to revise their thesis, portfolio, project or other research product in order to remove the offending material and to resubmit it within a stated period.
- 30 Where an Academic Misconduct Panel finds that academic misconduct has occurred, that it was identified at the point of the examination of the thesis, and that the misconduct had the potential to taint the academic integrity of the University (such as the fabrication or misrepresentation of results, plagiarism, failure to observe academic integrity and research good practice) the Panel will recommend the failure of the student's thesis, the termination of their registration and that the student shall not be permitted to resubmit a thesis for a higher award of the University
- 31 For serious cases of academic misconduct, such as those identified in paragraph 30, where the academic misconduct has come to light after the student has taken their higher award the University may rescind the award as provided under University of Surrey Statute 18.

Reporting of academic misconduct to Research Councils

- 32 Where a postgraduate student who is funded by or engaged with one of the RCUK member Research Councils the University is required by its engagements with the Councils to report to them on the outcomes of any hearing by an Academic Misconduct Panel and subsequent decisions by the Research Degrees Committee. This obligation extends to reporting the outcomes of cases where allegations do not relate to a grant from one or more of the Research Councils.
- 33 The University also acknowledges its obligation under its engagements with the Research Councils to comply with any action requested by a Council with respect to duties performed by the research student for it, or on its behalf.

12 Departmental, University and Library Facilities

Information about resources and facilities will be provided during Induction Day at the start of the academic year for new postgraduate research students. If students have any queries about access to facilities, please contact the Postgraduate Administrator.

12.1 Departmental Facilities

The departmental facilities for research students include:

Desks and PCs: All full-time research students are provided with a desk and PC in one of the Department's dedicated postgraduate student rooms. All students have networked access to the full range of departmental printers in room 44AD03. When requested, part-time research student are allocated a shared desk and PC in a departmental postgraduate room. However, most part-time students have their own PC and internet access at home (or in their workplace), so do not request departmental office facilities. Access to other resources and facilities is the same for part-time as for full-time research students.

Computing: The department has a dedicated computing lab with 32 PCs (40/46AD03), which run a range of statistical and qualitative software, including SPSS and NVivo. Site licences for SPSS and CAQDAS software enable students to have copies of software to enable them to complete research work and analysis of data off campus.

Photocopying: Research students can use the photocopying facilities in 44AD03

Access Grid Node (AGN): The department has its own Access Grid Node (AGN) which is a form of video-teleconferencing (41AD03). The Surrey Sociology AGN is used to conduct virtual small-group training in advanced methods skills.

Equipment: The department holds a stock of equipment, including recording and transcription machines, for loan to students: to borrow an item of equipment, ask in the Sociology Departmental Office.

Student Common Room: There is a student common room (room 45AD03) with a sink, fridge and facilities for making coffee. Please try to keep this common room as tidy as possible. The postgraduate research student pigeon holes are also in this room.

Late work permits: A system of permits for out of hours working allows students to use departmental facilities: see Section 10.7.

12.2 Sociology Research Library

The Sociology Department has a small Research Library (Room 42AD03), which contains a range of material that can be loaned to students, for example, copies of *Social Trends*, *Population Trends* and *General Household Survey annual reports*. The collection includes books on different aspects of methodology and statistical analysis. The Research Library contains copies of past MSc, MPhil and PhD theses, which can be consulted by students, but cannot be borrowed.

The best way to get to know the collection in the Research Library is to come and browse.

12.3 University Library

The Library is situated on six floors of the George Edwards Building. Recently extended, it is instantly recognisable as the large glass and gold building visible as you walk across campus. It includes varied study areas, ranging from quiet and silent areas for individual work through to lively group work areas. Wireless enabled, the building includes PC open access areas and labs, study rooms for students to book, specialist language learning facilities, self-service issue and return, printing and photocopying and café zones. It has a large collection of printed books and journals and also provides access to many electronic databases and journals. SPLASH (Student Personal Learning and Study Hub) and ALS (Additional Learning Support) are also based in the building.

Each Academic Department has an assigned Academic Liaison Librarian, Jean Portman for Sociology, who provides training in Library and Information skills and who may be contacted for help with finding and accessing information. E-mail J.Portman@surrey.ac.uk

Students receive a library induction as part of the induction programme. In a further session students are instructed in online literature searching techniques using *Summon*, the Library's new search facility, in the use of databases, and in bibliographic software.

12.3.1 Loans

As a postgraduate you are entitled to have 15 ordinary loan books on loan at any one time for a period of four weeks, plus six short loans. Books may be renewed if they are not required by another reader. Students are able to access their own borrower account using their library pin number to renew items, or can renew by telephone. Fines are charged for overdue books.

Previous PhD theses are in the Library store and may be consulted by filling in a request slip at Reception in the new extension. Theses may not be borrowed

12.3.2 Reserving a book

If a book you require is on loan it is possible to reserve it. Reserve ordinary and 7-day loan via the library catalogue using your pin number. . You will be notified via your university email account when the book is available.

12.3.3 Inter-library loans and other libraries

The Library will try to obtain for you items such as books, journal articles, conference papers and reports which it does not hold.

Research students are able to have 8 applications in progress at any one time and can submit them online via the Library catalogue. Journal articles usually arrive within a few days but allow at least 2 weeks for other items to arrive, longer if it may be difficult to locate in this country. Journal articles may also be received by Secure Electronic Delivery.

The inter-library loan service is free but the cost to the university is considerable and so you are requested to use it wisely and you should consider using other libraries as well. **Theses from other UK universities are now only available through Ethos** <http://ethos.bl.uk>

Research students are entitled to use SCONUL Access, a scheme which provides borrowing rights at universities throughout the UK and Ireland. For a list of libraries in the scheme and an application form see <http://www.access.sconul.ac.uk> . A card can then be issued at Reception in the new extension.

Part-time doctoral research students may also use DILIS, the service for distance learning students. Further information is on the Library website.

12.3.4 Copyright

All students need to be aware of the main points of copyright law and the provisions of the blanket licence held by the University with the Copyright Licensing Agency. Further information is available on the library website

12.3.5 Special needs

In collaboration with Additional Learning Support, the Library provides a range of services to support students with special needs. These range from longer loan periods for books to book fetching and photocopying services. Access to these services is based on the advice of Additional Learning Support staff.

Specialised equipment is available in the Library to enhance the viewing of printed and online text.

If you feel that your needs are not being met by these services, please contact Additional Learning Support or your Liaison Librarian.

12.3.6 Postgraduate Skills Development Programme

This has been designed as a fully integrated programme, whereby centrally-delivered generic skills development opportunities complement those offered by individual Faculties or disciplines

The programme is organised and partly delivered through the Student Personal Learning and Study Hub (SPLASH) on the 3rd floor of the Library. PGSDP workshops are offered on a repeating cycle throughout the academic year and include sessions such as academic writing and IT skills

The Library has an extensive website where students may find details of all of the Library's services, opening hours (24/6 during semester), contact information, links to electronic resources plus help sheets on using them, and links too many other useful resources and sources of information. See <http://www.surrey.ac.uk/library>

Also find us on Facebook: <http://tinyurl.com/surreylibfb>

Follow us on Twitter at [@surreylib](https://twitter.com/surreylib) for up to date news and info

Read our blogs

- Library & Learning Support News: <http://www.uniofsurreyblogs.org.uk/librarynews/>
- What's New in Your Subject?: <http://surreywhatsnew.wordpress.com/>

For general enquiries:

T: +44 (0)1483 689235

E: library-enquiries@surrey.ac.uk

12.4 Computing

The University has a 24 hour, 7 days a week set of open access computing labs in the Austin Pearce Building, which can be used by research students.

The Department has its own Computing Lab (40/46AD03). If you have any problems with your PC or with any of the PCs in the Departmental Computing Lab, you should contact usersupport@surrey.ac.uk

12.5 Accommodation on Campus

There is an extensive range of accommodation for full-time students on the University of Surrey campus. All overseas full-time postgraduates are guaranteed accommodation on campus, if they want to rent a room on campus. All home and European full-time postgraduates can apply for a place, and will usually be able to be accommodated (especially if they apply before July). Further information about accommodation for postgraduates students is available at <http://portal.surrey.ac.uk/accom/pg/>

Students wishing to study on campus for a short period may be able to hire a study/bedroom in the student residences at low cost. Details are available from the Postgraduate Administrator.

13 Communications

Although students are not expected to be in the department every day, it is helpful to inform your supervisor if you plan to be absent from the University for longer than a few days, whether due to illness, leave or fieldwork. Personal or family problems which may affect your work should be discussed with your supervisor as soon as possible. Appropriate documentary evidence may be required. You should also inform the Postgraduate Administrator of where you can be contacted in an emergency.

13.1 Notices, Messages and Internal Mail

E-mail is the primary means of communication, and *students are expected to check their Surrey email account on a regular basis*. Messages for students may also be left in the postgraduate research students' pigeonholes (room 26 AD03, or 45AD03). There are several departmental noticeboards around the department. The research student noticeboard (opposite 34AD03) provides details of current research funding, conferences and workshops. Messages for staff should be left in their pigeonholes in the departmental office (26AD03) or sent by e-mail. Internal (University) mail can be placed in the internal mail tray in the departmental office.

13.2 External Mail

You may not use the University's postal service for personal correspondence. However, official correspondence related to your research may be posted, with the approval of your supervisor, via the outgoing mail tray in the departmental office.

13.3 Telephones

Departmental telephones should not be used for external calls unless the calls are directly related to your research and have been approved by your supervisor.

13.4 Faxes

You should make sure that any faxes sent to the departmental fax machine (01483 689551) are clearly marked for your attention. Faxes are collected regularly and placed in the appropriate student's pigeonhole.

Outgoing faxes relating to your work may be sent from the departmental fax with the permission of your supervisor. Personal faxes may be sent by arrangement with the Postgraduate Administrator.

13.5 E-mail

During the Induction session for new students, you will complete the necessary forms in order to obtain your individual e-mail address and access to the other University and departmental computing facilities. There is an internal e-mail list for research students: phdsocsurrey.ac.uk@surrey.ac.uk Please use it! If you have any problems with e-mail, you should contact usersupport@surrey.ac.uk

13.6 Addresses

Please ensure that you let the Postgraduate Administrator know of any changes to your address, landline telephone number or mobile phone number. You should also advise Postgraduate Registry of any change after your initial registration.

13.7 Late Work Permit

Access to the AD building where the department is situated is available between 7.30 a.m. and 8.00 p.m., Monday to Friday. If you wish to work in the department outside these times it will be necessary to obtain a late working permit and have your campus card registered for out-of-hours working to gain access to the building. Please send an email to the Head of Department (j.moran-ellis@surrey.ac.uk) making sure you give her both of the numbers on your campus card. At least five days notice is required.

NB. For health and safety reasons, under NO circumstances are research students allowed to work in the AD building after midnight or before 6.00am.

14 Student Services

The University provides extensive welfare services for students. Their assistance is available to research students as readily as it is to all other students. Copies of the University's Health and Safety Policy are available from the Departmental Office.

The Student Care Services website, <http://portal.surrey.ac.uk/scs> holds information useful to all students and staff involved in their care, and is updated with regular news items on such issues as health matters, counselling workshops, opportunities for voluntary work, and careers information. Please click on the above link for all the latest news.

If you have any queries or suggestions, please contact Anne Brooke on: anne.brooke@surrey.ac.uk or telephone: ext. 3815. She'll be happy to help you.

14.1 Student Health Centre

The University maintains a Health Centre in University Court (ext. 2072) which is open 24 hours during semesters, which includes weekends, and students are welcome to visit us for help or advice any time. Although it is not normally possible for research students living off campus to register with this practice, the services of the Health Centre are available for casual and emergency use.

14.2 Student Counselling Centre and Postgraduate Drop-in Support Group

The Student Counsellors are pleased to help students with any aspect of their life about which they feel worried or anxious. They are always happy to see students for one-off appointments as well as for longer-term sessions, and can be contacted on ext. 9498.

This year the centre is piloting a drop-in support group for postgraduate students for anyone who is experiencing stress relating to postgraduate study, particularly issues such as work-block, lack of motivation, perfectionism, study stress, unreasonable worry about failure and work overwhelm. The aim is to generate practical solutions to take away, and to facilitate benefit from peer input.

The group runs as a drop-in on designated Wednesday lunchtimes from 12.15-1.45pm. There are four places allocated on a first-come, first-served basis from 12 noon on the day at the Counselling Centre. There's no ongoing commitment, though students can return for 'top up' if they need it. Contact Kate Brady on ext. 9498 or email a.brady@surrey.ac.uk

For further information, please see: <http://portal.surrey.ac.uk/scc>.

14.3 Student Advice & Information (SAIS)

The SAIS service supports students with any questions in relation to any difficulties they may have, and has a particular expertise in financial problems. For further information, please visit: <http://portal.surrey.ac.uk/sais>.

14.4 Chaplaincy

A multi faith team of chaplains seeks to:

- provide pastoral care for students and staff across all Schools and at all hours;
- support the religious needs of students and staff from home and overseas;
- create opportunities for holistic education through projects and encounters;
- work for a University where religious diversity is respected and a source of enrichment to all.

The Multi Faith team can be contacted through <http://www.surrey.ac.uk/chaplains>

14.5 Nursery

Campus Kids Day Nursery opened in April 2006 for children aged 3 months to 5 years. It is open daily from 0800hrs to 1830hrs, 52 weeks per year. The nursery is managed on behalf of the University by Kids Unlimited, who provide high quality care in a friendly and stimulating environment. The nursery is situated by the tennis courts on Manor Park Campus.

For further information, please click onto:

http://portal.surrey.ac.uk/humanresources/employment_info/child/nursery

14.6 Accommodation Office

The Accommodation Office maintains lists of flats, bedsitters and houses in the Guildford area that may be rented by students and are happy to help with any housing problem. Full-time research students are eligible for rooms on campus, with students from overseas guaranteed a place on campus. The Accommodation Office is in the Marchant Building (ext. 9346). For inquiries enquiries about accommodation on site for guests of students, ext 9092.

14.7 Careers Service

Although most of the work of the Careers Service is with final year undergraduates, they are happy to help postgraduates too. They possess a great deal of up-to-date information, and it is worth contacting the Careers Service to have a chat if you are thinking of starting or changing jobs. The Careers Adviser for Social Sciences is Jeanette Holt (Email: J.Holt@surrey.ac.uk), and the Careers Adviser for Postgraduate Research Students is Ann Henderson (ext. 9949; Email: a.henderson@surrey.ac.uk).

14.8 The Registry

The Postgraduate Admissions Officers in the Registry (located in Senate House) are a useful source of information not only on admissions but also on a number of other official issues and regulations. They, or other staff in the Registry, can help with clarifying degree regulations, regulations for obtaining studentships from the Research Councils and government regulations affecting international students.

14.9 Students' Union

The Students' Union (of which you automatically become a member as soon as you join the University) has a Vice-President whose duties include looking after the Education and Welfare of the students. He or she can be contacted throughout the year (the Vice-President is given a sabbatical while in post) on ext. 9228 for advice on such matters as Legal Aid, financial difficulties, and accommodation problems. There is also a Student Union Vice President for Postgraduate Affairs.

14.10 Security Office and Car Parking

The Security Office (at the bottom of Senate House, ext. 2002) is responsible for looking after University property and supervising the car parks. They keep a certain amount of lost property and are the people to go to if you lose anything on the University campus.

The shortage of car parking space is a major problem in the University, and Security spend much time coping with the ensuing difficulties. If you want to bring a car into the University you should either buy an annual permit (which costs a different amount for a full-time and part-time permit) or daily 'scratch-cards'. Parking permits and scratch cards must be displayed on your windscreen. Visitors are not allowed to park without buying a pay-and-display permit. Even with a ticket, you are only allowed to park in the main car parks. Parking elsewhere on campus or without a valid permit may cause your car to be towed away, impounded, or immobilised until you have paid a substantial fine. Information about parking will be given to new students on Induction Day. For enquiries about car parking, please contact 01483-689938

14.11 Personal Safety and Security

Social research, especially fieldwork, can involve risk and safety issues for the researcher. If you are planning to carry out research in a setting or with a group of subjects who you feel may pose such issues, you must discuss the matter with your supervisor (also see section 4.10). Your supervisor will offer advice and make a written record of the discussion. You may be re-assured to know, however, that there has been no incident relating to the personal security of a research student as a result of carrying out thesis research since the Department of Sociology was founded.

15 Useful Publications

The following are some University publications, which provide more details on many of the topics mentioned in this handbook. Most of these publications are available for students to consult on the University website: <http://www.surrey.ac.uk>

Undergraduate Prospectus	Registry (Student Records Office)
Postgraduate Prospectus	Registry
Information for International Applicants	Registry and Dean of International Students
Regulations for Higher Degrees	Registry
Code of Practice for Research Students	Registry
Union Handbook	Students' Union
Welfare Handbook	Students' Union
Readers' Guides to the Library	Library Information Desk
Maps of Campus	Sociology Departmental Office
Directory of Research Students (details of Sociology research students)	Departmental Postgraduate Administrator
Sociology Programme Handbooks:	Sociology Departmental Office
BSc Sociology	
BSc Sociology, Culture and Media	
BSc Criminology and Sociology	
BA Media Studies	
MSc in Criminology, Criminal Justice and Social Research	
MSc in Social Research Methods	

16 MEMBERS OF ACADEMIC STAFF

Head of Department of Sociology

Jo Moran-Ellis, BSc (Psy)(City), MSc (Surrey)

Deputy Head of Department

Paul Hodkinson, BSc (Birmingham), PhD (Birmingham)

Professors

Sara Arber, BSc (LSE), MSc (Lond), PhD (Surrey), AcSS

Lynn Prince Cooke BGS (Kansas) MBA (Michigan) MA (Northwestern) DPhil (Oxon)

Nigel Fielding, BSc (Sussex), MA (Kent), PhD (LSE), AcSS

Nigel Gilbert, MA, PhD, ScD (Cantab), AcSS, Ceng, FBCS, FREng

Colin Grant, BA (Heriot-Watt), PhD (Bath), FHEA

Roger Tarling, BSc (Lond), Grad Dip Stat, PhD(Lond) (part-time)

Reader

Geoff Cooper, BA (London), PhD (Open)

Senior Lecturers

Victoria Alexander, BA (Princeton), MA (Stanford), PhD (Stanford)

Kate Burningham, BSc (Southampton), MSc (Surrey), PhD (Surrey), (Joint with CES)

Jane Fielding, BSc, PhD (Sussex)

Nicola Green, BA (Massey), MA(Massey), PhD (Canterbury)

Christine Hine, BA (Oxon), MSc (York), DPhil (York)

Paul Johnson, BA (Durham), MA (Durham), PhD (Newcastle)

Cornel Sandvoss, MA (Sussex), PhD (LSE)

Lecturers

Ian Brunton-Smith, BA (Lancaster), MSc (Surrey) PhD (Surrey)

Karen Bullock, BSc (LSE), MSc (Surrey), PhD (London)

Rachel Cohen, BA (Manchester), MA (UCLA), PhD (UCLA)

Sarah Earchy, BA (Cantab), MA (London), MSc (Surrey), PhD (Surrey)

Daniel McCarthy, BSc (Southampton), MSc (Surrey)

Robert Meadows, LLB (Keele), MA (Sheffield) PhD (Surrey)

Hugh Ortega Breton, MA (Glasgow), MSc (Bristol), PhD (Roehampton)

Katharine Tyler, BSocSc (Manchester), PhD (Manchester)

Research Fellows

Suzanne Barbalet, BA (Hons) ANU, AALIA

Sarah Bulloch, MA (Hons) (Edinburgh), MSc (Surrey), PhD (Surrey)

Tom Daly, BSc (Surrey)

Corinna Elsenbroich, MSc PhD (London)

Alastair Gill: PhD from University of Edinburgh

Graham Hughes, MA (Cantab), Pact (Swansea), MSc (Surrey)

Christine Rivers MPhil (Vienna), PhD (Surrey)

Christina Silver, BA (Essex) MSc (Surrey), PhD (Surrey)

Gerda Speller, BA (Queen's University, Canada), MSc (Surrey), PhD (Surrey)

Dario Taraborelli, MA (Pisa), MSc (EHESS), PhD (EHESS)

Catherine Ternent, BA (Natal)

Sue Venn, PhD (Surrey)

Christopher Watts: PhD from University of Warwick

Lu Yang, BSc (DUFE, China), MA (Lancaster), MSc (Southampton)

Maria Xenitidou: PhD from University of Sheffield

Visiting Professors

David Armstrong, MB BS LRCP MRCS, MSc, PhD, FFPHM, FRCGP *Professor, King's College, London School of Medicine*

Martin Bulmer, BSc (Soc) (LSE), PhD (LSE), AcSS, Emeritus Professor

Keith Macdonald, BA(Soc) (London), PhD (Surrey)

Clive Payne, BSc (Southampton), MA (Oxford) *Emeritus Fellow, Nuffield College, Oxford*

Christina Victor, BA, PhD (Wales), *Head, School of Health and Social Care, University of Reading*

Associate Lecturers

Lorraine Allibone, BSc (Kingston)

Carrie Dunn, BA (Hons), MA, (all King's College London)

Andrew King BSc (Hons) Sociology and Psychology (Kingston), MSc Social Research Methods (Surrey), PhD (Surrey)

Christine Rivers MPhil (Vienna), PhD (Surrey)

Michael Williams, BA (Sussex), MSc (London)

The **Surrey Social and Market Research (SSMR)** is located within the Sociology Department (Room 2 AD 03), with Rosemarie Simmons as the Managing Director. SSMR conducts research mainly for the public sector, for example health authorities, Local authorities, and Surrey Police.

Staff Profiles

VICTORIA ALEXANDER joined the Department in January 1996 as Foundation Fund Lecturer in Economic Sociology. Her main interests reside in the overlap of the sociology of art and organisational sociology, and in visual methods. She is currently studying how arts institutions function in the light of governmental funding arrangements. Her previous work includes a mixed methods project on vulnerability, and studies of funding and art museums, the training of painters, the portrayal of children in advertisements, and the performance of men and women in differently-composed work groups. She is author of *Museums and Money: the impact of funding on exhibitions, scholarship and management*, (Indiana University Press 1996) and *Sociology of the Arts* (Blackwell, 2003), and *Art and the State: the visual arts in comparative perspective*, with Marilyn Rueschemeyer (St Antony's Series, Palgrave Macmillan, 2005).

LORRAINE ALLIBONE – is a Senior Lecturer at Kingston University and member of the public understanding of science (PUS) network at LSE/ UCL. She recently convened the 6th Annual Science and the Public Conference, an international and interdisciplinary forum concerned with science dialogue, engagement and discourse. Lorraine will commence study for a PhD at Surrey (October 2011) exploring the sociology of dream talk. She is also interested in the broad concerns of critical gender studies and more specifically the legal and scientific construction of sexed identities. Lorraine has published on pedagogical issues in higher education.

SARA ARBER is Co-Director of the Centre for Research on Ageing and Gender (CRAG), which conducts various projects on ageing. Sara is pioneering the sociology of sleep and recently completed major EU and ESRC projects on sleep. She is PI of a multi-disciplinary research council-funded New Dynamics of Ageing project, SomnIA, on sleep and older people. In addition, she conducts research on gender inequalities in health, caring, sleep and pensions based on secondary analysis of large surveys. Previous research includes housing mobility of council house tenants, social capital and health, and mid-life women's employment. She was Head of the Sociology Department (1996-2002), Head of the School of Human Sciences (2001-2004), and President of the British Sociological Association (1999–2001). She is co-author of *Doing Secondary Analysis* (1988), *Gender and Later Life* (1991), *Ageing, Independence and the Life Course* (1993), *Connecting Gender and Ageing* (1995), *The Myth of Generational Conflict* (2000), *Gender and Ageing: Changing Roles and Relationships* (2003) and *Contemporary Grandparenting* (forthcoming).

IAN BRUNTON-SMITH joined the department in 2008 as a Lecturer in Criminology and Quantitative Sociology. His PhD research used multilevel modelling techniques to analyse the neighbourhood influences on fear of crime, which was completed in conjunction with the Home Office Crime Surveys department. Prior to this Ian has worked as a researcher at the University of Surrey and as a criminologist on the British Crime Survey at the Home Office. His research interests include criminal statistics; survey methodology; and public opinion research. He has also published on public understanding of science; and panel attrition effects.

KAREN BULLOCK joined the department as a Lecturer in 2007 from the Home Office Research Development and Statistics Directorate. Her research interests cover a wide range of aspects of the criminal justice system and crime reduction and community safety theory and practice. She primarily conducts research in the fields of policing and crime reduction and her teaching reflects these areas of expertise. She has co-authored a book (with Nick Tilley and Rosie Erol) *Problem-oriented Policing and Partnership: Implementation of an Evidence Based Approach to Crime Reduction* and co-edited a collection (with Nick Tilley), *Crime Reduction and Problem-oriented Policing* (both Willan publishing).

MARTIN BULMER is a Professor of Sociology. He is also Director of the ESRC Social Survey Question Bank, a WWW resource based in the department [<http://qb.soc.surrey.ac.uk>]. His own research is concerned with the history of the Social Sciences, the application of knowledge to policy-making, and race and ethnicity. He is editor of the journal *Ethnic and Racial Studies*, of the Routledge book series *Social Research Today*, and vice-president of the Research Committee on the History of Sociology of the International Sociological Association. His most recent book, jointly edited with John Solomos, is *Racism* (Oxford University Press, 1999).

KATE BURNINGHAM is a senior lecturer in Sociology of the Environment, a joint appointment between the Department of Sociology and the Centre for Environmental Strategy. Her main research interests are in understanding public environmental concern and environmental inequalities. She is currently involved in research into public engagement with renewable energy technologies and is part of the research group on lifestyles, values and the environment (RESOLVE). She has published in a number of journals including *Sociology*, *The Sociological Review*, *Local Environment* and *Public Understanding of Science*.

RACHEL COHEN joined the department in 2010 from the University of Warwick, where she held a British Academy Postdoctoral Fellowship. Her main interests are in the sociology of work and employment, especially work-life boundaries and 'non-standard work' (such as mobile work and home working). She has published articles exploring these themes in the working lives of hairdressers in *The Sociological Review* and *Work, Employment and Society*. Her current research looks comparatively at car mechanics and accountants. She is also involved in developing research on 'body work' and co-edited a special issue of *The Sociology of Health and Illness* on this theme. Additionally she has published on the relationship between feminism and quantitative methods in *Sociology* and *The International Journal of Social Research Methodology*. She teaches social research methods, sociology of work and sociology of the family.

LYNN PRINCE COOKE is a Professor of Sociology and a Chair in Quantitative Methods, who joined the department in January 2011. Her primary interests are in comparative research exploring institutional effects on group differences in paid and unpaid work across societies, and the subsequent impact of these divisions on life course outcomes. Her research has appeared in *American Journal of Sociology*, *European Sociological Review*, *Journal of Social Policy*, and *Journal of Marriage and Family*. She serves on the editorial boards of the first two journals and co-authored the JMF decade review article on "Families in International Perspective." Her monograph, *Gender-Class Equality in Political Economies* (2011), illustrates how institutions reified and reinforced gender-class differences across the life course in six countries. She is currently working on an 11-country collaborative exploration of the impact of each partner's employment on couple stability (GERT), and developing a holistic exploration of the cross-cohort and intergenerational dynamics of gender-class inequalities under shifting markets and demographics.

GEOFF COOPER is a reader in sociology, and joined the department in 1994. His research interests lie within social theory and the sociology of science and technology: particular interests include the organisation of knowledge in contemporary societies, reflexivity, and epistemological issues within the social sciences. He has done research into the social shaping of mobile telecommunications, and on decisions to invest in nanotechnology, and is currently working on a project investigating the relation between lifestyle and energy consumption. He is co-editor of *Sociological Objects: reconfigurations of social theory* (Ashgate, 2009), and has published in a number of journals including the *British Journal of Sociology*, *Social Studies of Science*, and *Sociology*.

CARRIE DUNN is a journalist and academic who has been combining research, teaching and professional practice since 2005. Her research interests include fandom, sport, feminism and the consumption of popular culture, and her PhD, which she is currently writing up, examines the experience of the female football supporter in the English professional game. As a journalist she divides her time between writing about sport and writing about popular culture, for publications including the Times and the Guardian. She is the author of *A Brand New Bright Tomorrow: A Hatter's Promotion Diary* (2002), and is a contributor to *Illuminating Torchwood* (2010).

SARAH EARTHY has been associated with the department since 1998 as a postgraduate student, associate lecturer and lecturer. She studied history at the University of Cambridge and the London School of Economics before a career in the Department of Health and NHS. Her doctoral thesis, completed in 2005, was a qualitative study of lay accounts of social capital, social exclusion and community in a rural and urban setting. Her research interests lie in the fields of the sociology of health and illness, place and community, qualitative methodology and narrative research. Her current research is focused on recovery from illness and other types of health event.

JANE FIELDING joined the University in 1981 as a researcher working on part-time contracts in the departments of Sociology, Human Biology and Psychology. In 1984 she became the Departmental Research Fellow and has been involved with the teaching of computing and quantitative methods since that time. She was appointed as a Lecturer in Quantitative Methods in 1994 and Senior Lecturer in 2001. She is interested in research methods, particularly the use of computers in quantitative and qualitative data analysis, and is currently studying the application of geographic information systems techniques to an investigation of environmental inequality. She is also interested in the career pathways of men and women with science, engineering and technology (SET) qualifications. She published *Understanding Social Statistics*, (2nd Edition: Sage 2006 with Nigel Gilbert).

NIGEL FIELDING joined the Department in 1978. His doctoral research was reported in *The National Front* (Routledge, 1981) and this was followed by *Probation Practice* (Gower, 1984) and a book on triangulation, *Linking Data* (Sage, 1986), co-authored with Jane Fielding. Subsequent books include a study of police training, *Joining Forces* (Routledge, 1988), an edited collection on social theory, *Actions and Structures* (Sage, 1988), a social audit of policing, *The Police and Social Conflict* (Athlone, 1991) an edited collection on qualitative software *Using Computers in Qualitative Research* (Sage, 1991, 2nd ed., 1993), a study of police action in disputes, *Negotiating Nothing* (Avebury, 1992), an ethnographic study, *Community Policing* (Oxford University Press, 1995), *Computer Analysis and Qualitative Research*, (Sage, 1998), a study of user experiences with qualitative software and *The Economic Dimensions of Crime* (Macmillan, 2000). In 2002 he published a four volume set on *Interviewing* and a further four volume set on the topic will appear in late 2008, along with *The*

Sage Handbook of Online Research Methods, for which he was lead editor. His current research is on courtroom legal discourse. He was editor of the *Howard Journal of Criminal Justice* from 1985 to 1998 and is now co-editor of the series *New Technologies for Social Research*. Nigel is also Associate Dean (Research) of Surrey's Faculty of Arts and Human Sciences, and a fellow of the University of Oxford.

NIGEL GILBERT's interests focus on the computer simulation of social phenomena (*Simulating Societies*, UCL, 1994; *Artificial Societies*, UCL, 1995 and *Simulation for the Social Scientist*, with Klaus G. Troitzsch, 1999, second edition 2005; *Agent Based Models*, Sage 2007), the internet, and science and technology policy. He leads the Centre for Research on Social Simulation (CRESS) in the Department, and is the Director of the University's Institute of Advanced Study. After graduating with a degree in Engineering from Cambridge, he worked in the sociology of science (*Opening Pandora's Box: a sociological analysis of scientific discourse*, with Michael Mulkay, Cambridge, 1984) and has also published textbooks on statistics (*Analyzing Tabular Data*, UCL, 1993; *Understanding Social Statistics*, with Jane Fielding, 2000, second edition, 2005) and research methods (*Researching Social Life*, edited, Sage, 1993, third edition, 2008) and has written and edited a number of other books. He was appointed Professor of Sociology in 1990 and from 1989 to 1996 was Head of Department. He was one of the University's Pro-Vice Chancellors from 1997 to 2005. He is a Fellow of the Royal Academy of Engineering and an Academician of the Academy of Social Sciences.

COLIN GRANT is a Professor and Chair in Communication Studies. His research interests cover uncertainty, human autonomy, post-transcendental theories of truth, society and reality, the work of J. Habermas and N. Luhmann, constructivism and existentialism. He is the Chair of the Philosophy of Communication section in the European Communication Research and Education Association. Colin has made contributions to *Post-transcendental Communication: Contexts of Human Autonomy* (2008), *Uncertain Communication. New Theoretical Investigations* (2007), *Functions and Fictions of Communication* (2000), and has edited *Beyond Universal Pragmatics* (2008), and *Rethinking Communicative Interaction. New Interdisciplinary Horizons* (2003). He has also published in a number of journals: *Weimarer Beitrage; Theory, Culture and Society; Theory and Psychology; LUMIS-Schriften; Soziale Systeme; Siegener Periodicum zur Internationalen Empirischen Literaturwissenschaft; Debatte; Terceira Marge*. Colin is the Dean of International Relations at the University of Surrey.

NICOLA GREEN joined the department in 2001, and previously held posts in the Digital World Research Centre at the University of Surrey, and at the University of Canterbury, New Zealand. Her research interests have crossed disciplinary boundaries in work on science and technology, embodiment and identity, media and culture, and gender and everyday life. Her research projects have spanned virtual reality technologies, mobile multimedia, surveillance, internet technologies, and web media. Her recent publications have been included in *Surveillance and Society, The Information Society, Journal of Consumer Culture, and Information, Communication and Society*. She is co-editor of a collection entitled *Wireless World* (Springer-Verlag, 2002), and co-author of *Mobile Communications* (Berg, 2009). She has consulted to companies such as British Telecom and Intel, and to organisations such as the Office of the Information Commissioner and the Royal Society.

CHRISTINE HINE joined the Department in 2003, having previously worked at Brunel University. Her main research centres on the sociology of science and technology. She has a major interest in the development of ethnography in technical settings and in "virtual methods" (the use of the Internet for social research). In particular, she has developed mobile and connective approaches to ethnography which combine online and offline social contexts. She

recently completed an ESRC fellowship which focused on the use of information in contemporary science. This study combined ethnographic and historical approaches to understanding the role of information and communication technologies in biological research and has been published as *Systematics as Cyberscience: Computers, Change and Continuity in Science* (MIT, 2008). She is also author of *Virtual Ethnography* (Sage, 2000) and editor of *Virtual Methods* (Berg, 2005) and *New Infrastructures for Knowledge Production* (Information Science Publishing, 2006). Christine is currently President of the European Association for the Study of Science and Technology (EASST).

PAUL HODKINSON is Deputy Head of the Department of Sociology. He joined the Department in August 2003, having previously held a senior lectureship in Media Studies at University College Northampton. His PhD - focused upon theories of subculture in relation to ethnographic research of the goth scene - was awarded by the University of Birmingham in 2001. Paul's research interests include the relationship between media technologies and cultural identities, the role of consumption in youth cultures, and debates on the future of subcultural theory. He is author of *Media, Culture and Society* (Sage 2010) and *Goth. Identity, Style and Subculture* (Berg 2002). He is also co-editor of *Youth Cultures* (Routledge 2007) and has published numerous book chapters and journal articles on the subject of goths, youth cultures and social networking sites. He is currently researching questions of ageing and adulthood in relation to continuing participants of 'youth' cultures.

PAUL JOHNSON joined the department in 2006, previously working at the University of Durham. His current research interests focus on the relationship between law, human rights, and sexual orientation. He has a general interest in the role and purpose of law in promoting (and protecting) particular kinds of sexuality and intimate relationships. He is the author of *Love, Heterosexuality and Society* (2005), *Genetic Policing* (2008), *Policing Sex* (2012) and is currently writing *Homosexuality and the European Court of Human Rights*.

ANDREW KING is a Senior Lecturer in Sociology at Kingston University, London. He first came to Surrey in 2002 to study for an MSc in Social Research Methods. His PhD, also at Surrey, examined young people's experiences of taking a Gap Year. Since 2008, Andrew's main research interests have been ageing and sexuality, a topic on which he has published a number of articles. His current research project, funded by the Economic and Social Research Council examines ways of improving public services for older LGBT adults. His other areas of interest include: youth, qualitative methods and computer assisted qualitative data analysis.

DANIEL MCCARTHY is Lecturer in Criminology. Previously Daniel worked as Visiting Lecturer at the University of Kingston (2009/10) after completing his doctoral studies at the University of Surrey (2010). His research focuses on areas of policing, youth justice, multi-agency working, and theoretical frameworks associated with emerging technologies of social control. Daniel's current research is an ethnographic study of early intervention programs from the perspective of social control professionals and 'clients'. He has published in the *British Journal of Criminology* and is currently preparing a book manuscript entitled *Therapeutic Policing: Early Intervention, Anti-Social Behaviour, and Social Control*.

ROB MEADOWS is lecturer in sociology. Prior to taking up his present position Rob worked at the Human Psychopharmacology Research Unit, University of Surrey (1999-2003) and was co-investigator/Research Fellow (2003-2006) and Research Manager (SomnIA project – 2006-2008) in the Department of Sociology. Rob's research interests include sociological theory, the sociology of the body, the sociology of impairment and (older) men and masculinities. For the past nine years Rob's empirical work has focused on 'sleep' and he has published on this topic in journals such as *Sociology of Health and Illness*, *Body & Society*, *The Sociological Review* and *Journal of Sleep Research*.

JO MORAN-ELLIS is Head of the Department of Sociology. She joined the Department in 1992 and prior to that held posts as a University Research Fellow, and Senior Researcher in a Social Services Department. Her research interests are primarily in the areas of childhood studies, and research methods. She has co-edited (with Ian Hutchby) *Children and Social Competence: Arenas of Action* (Falmer Press, 1998); *Children, Technology and Culture* (Falmer Press 2001) and articles on children and social competence, children as interpreters, and Government policy on children and the internet. Recent projects include a study of mental health services for children with learning disabilities, public attitudes towards research governance, and a reflexive methodological study looking at integrating methods. Jo is currently developing work on children and sleep.

HUGH ORTEGA BRETON is a Lecturer in Media & Cultural Studies. He joined the department in 2010 after completing his PhD research on the representation of emotions in terrorism related television programming (Roehampton University 2011). Some of his PhD research was published in *Discourses and Practices of Terrorism: Interrogating Terror* (Routledge 2010). Hugh's research interests are primarily in the areas of political communication, popular culture, emotion and meaning. He is an advocate of the new "psycho-cultural" approach which applies object relations psychoanalysis to the investigation of popular and political culture. He is an advisory group member of the AHRC-funded *Media & the Inner World* research network (www.miwnet.org), which investigates the relationship between emotion and popular culture, and is the Assistant Reviews Editor for *Free Associations: Psychoanalysis and Culture, Media, Groups, Politics*. He has a number of publications in press (Abramis 2011, Free Associations 2011).

CHRISTINE RIVERS joined the Department of Sociology as Associate Lecturer in 2010. Prior to this Christine worked as a Graduate Tutor in the Department since 2007, whilst conducted her doctoral research in the area of collaborative remote environments. She was awarded her PhD by the Department of Electronic Engineering in June 2010. In addition to her Associate Lectureship, Christine teaches Marketing (Marketing Communications and Consumer Behavior) in the School of Management at the University of Surrey. Before her time in Surrey, Christine studied Media, Communication and Anthropology at the University of Vienna, and obtained her Masters in 2005 and qualified as a Journalist in 2003. During and after her studies Christine worked as a Marketing Assistant for different publishing companies, and as Project Manager in advertising and PR for several years.

CORNEL SANDVOSS is a Senior Lecturer who joined the University of Surrey in 2004. He previously taught at the University of Cambridge and De Montfort University, Leicester and holds a PhD in sociology from the London School of Economics. Cornel specializes in the sociology of media and culture, in particular audience research, cultural globalization, media sport and the role of Social and Cultural Theory in contemporary media research. Cornel is Chair of the [Popular Communication Division](#) of the [International Communication Association \(ICA\)](#) and editor of *Popular Communication: International Journal of Media and Cultural*

Studies (with Lee Harrington and Jonathan Gray). His recent publications include *A Game of Two Halves: Football, Television and Globalization* (2003, Comedia, Routledge) *Fans: The Mirror of Consumption* (2005, Polity) and *Fandom: Identities and Communities in a Mediated World* (2007, NYU Press).

ROGER TARLING joined the Department in 1996 from the Home Office Research and Planning Unit where he had been for 20 years, the last six as Head of Unit. His research interests include most aspects of crime and criminal justice, in particular criminal careers, criminal investigation, criminal statistics and risk prediction (*Prediction in Criminology*, 1985; *Analysing Offending*, 1993; *Coroner Service Survey*, 1998). He has also undertaken research on volunteering and the voluntary sector and maintains an interest in quantitative research methods and research management. His latest books are *Managing Social Research* (2006) and *Statistical Modelling for Social Researchers* (2009). He is a Chartered Statistician of the Royal Statistical Society.

KATHARINE TYLER joined the department in March 2004 as Lecturer in race and ethnicity. She holds a PhD from the University of Manchester in social anthropology, where she was also employed as a Research Fellow. Katharine has taught sociology at the University of Exeter. She has published articles and book chapters on the following themes: Whiteness, rurality, and Englishness; class and ethnicity; community action, ethnicity and the state; the formation of interracial ('mixed-race') ethnicities; and genealogy, race and the new genetic technologies. Her books include an edited volume entitled *Majority Cultures and the Everyday Politics of Ethnic Difference: Whose House is this?* (2008) Palgrave Macmillan, and a monograph to be published in 2012 entitled *On Home Ground: Whiteness, Class and the Legacies of Empire*, Palgrave Macmillan

MICHAEL WILLIAMS is an Associate Lecturer in the Sociology Department. He obtained a First in History from Sussex in 1970 and obtained an MSc in Politics and Administration from Birkbeck in 1997. Following a lengthy career in the Civil Service, he took up an academic career in 1995 mainly teaching politics. Over recent years he has taught at the University of Hertfordshire, and De Montfort University. At Surrey he currently teaches British Politics, Political Systems and Work & Family. He is author of *Crisis and Consensus in British Politics: From Bagehot to Blair* (Macmillan, 2000) and various articles on politics.

Contacting Sociology Staff

Name	Room	Tel. No	Email
Victoria Alexander	16AD03	01483 686978	v.alexander@surrey.ac.uk
Lorraine Allibone			l.allibone@surrey.ac.uk
Sara Arber	34AD03	01483 686973	s.arber@surrey.ac.uk
Ian Brunton-Smith	32AD03	01483 686965	i.r.brunton-smith@surrey.ac.uk
Karen Bullock	10AD03	01483 686979	k.bullock@surrey.ac.uk
Kate Burningham	06AD03	01483 683768	k.burningham@surrey.ac.uk
Rachel Cohen	38AD03	01483 683766	r.cohen@surrey.ac.uk
Lynn Prince Cooke	23AD03	01483 682363	l.p.cooke@surrey.ac.uk
Geoff Cooper	25AD03	01483 686976	g.cooper@surrey.ac.uk
Carrie Dunn	29AD03	01483 686974	c.dunn@surrey.ac.uk
Sarah Earthy	07AD03	01483 686452	s.earthy@surrey.ac.uk
Jane Fielding	11AD03	01483 689451	j.fielding@surrey.ac.uk
Nigel Fielding	22AD03	01483 686967	n.fielding@surrey.ac.uk
Nigel Gilbert	20AD03	01483 689173	n.gilbert@surrey.ac.uk
Colin Grant	05SE08	01483 689119	c.b.grant@surrey.ac.uk
Nicola Green	15AD03	01483 683964	n.green@surrey.ac.uk
Christine Hine	05AD03	01483 686986	c.hine@surrey.ac.uk
Paul Hodgkinson	13AD03	01483 683767	p.hodkinson@surrey.ac.uk
Paul Johnson	14AD03	01483 686982	p.johnson@surrey.ac.uk
Andrew King			a.king@kingston.ac.uk
Rob Meadows	04AD03	01483 686984	r.meadows@surrey.ac.uk
Daniel McCarthy	37AD03	01483 689672	d.mccarthy@surrey.ac.uk
Jo Moran-Ellis	24AD03	01483 686975	j.moran-ellis@surrey.ac.uk
Hugh Ortega Breton	18AD03	01483 682829	h.ortegabreton@surrey.ac.uk
Christine Rivers	03AD03	01483 689455	c.rivers@surrey.ac.uk
Cornel Sandvoss	09AD03	01483 686988	c.sandvoss@surrey.ac.uk
Roger Tarling	17AD03	01483 686985	r.tarling@surrey.ac.uk
Katharine Tyler	30AD03	01483 686964	k.tyler@surrey.ac.uk
Michael Williams	25AD04	01483 683768	m.williams@surrey.ac.uk
Katarina Zajacova Placement Coordinator	39bAD03	01483 689172	k.zajacova@surrey.ac.uk
Richard Sandiford Postgraduate Administrator	26AD03	01483 689453	e.chang@surrey.ac.uk
Sociology department fax number:		01483 689551	