



Swansea University
Prifysgol Abertawe

Faculty of Humanities and Social Sciences
Postgraduate Research Student Handbook
2021/2022



ARTS AND HUMANITIES POSTGRADUATE RESEARCH HANDBOOK

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Introduction

This handbook contains information relevant to Postgraduate Research in the Arts and Humanities.

Some of the information in this handbook links to the University Academic Regulations which are important regulations, policies and procedures relating to your studies. You should also refer to the University Academic Handbook – Postgraduate Research which refers to Academic Regulations, Policies and Procedures. **As a Swansea University student it is your responsibility to familiarise yourself with the information contained within the Faculty and University Handbooks.**

If you have any questions about your studies and cannot find what you need in the Handbook, please contact the Postgraduate Research Office or MyUniHub.

Navigation

Hyperlinks

This Handbook includes hyperlinks to enable you to jump to the information you need. Words containing a hyperlink are underlined.

Searching with Keywords

To help you find what you are looking for, this document is searchable.

Microsoft Users: Press the "Ctrl" and "F" keys to open the search bar.

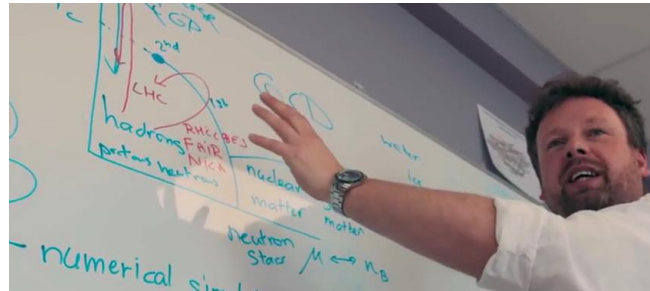
Apple Mac Users: Press the "Command" and "F" keys to open the search bar.

You can use the search facility by typing in a keyword

Getting Around

Singleton and Bay campus maps will help you orientate yourself within your research environment and locate any social or support services you may need.

Welcome to Swansea University!



It is my great pleasure to welcome you (back) to Swansea University, as a member of the Postgraduate Research community.

Whether you are a brand new or returning student, I hope the journey you are on will be a rewarding and enjoyable one. Carrying out research at postgraduate level is all about asking difficult questions and attempting to answer them. While at undergraduate level the answers are known (hint: they are in the drawer of the professor's desk), this should not be the case now. Together with your supervisor(s) and other colleagues in your Department and/or School, you will contribute to advance your research subject area. The feeling of achievement when your first paper is accepted is a wonderful one, I can say from experience.

In addition, there are plenty of opportunities to enhance your skills set, both within your subject and more generally. Your Faculty and the University offer many training courses, some of which are compulsory, and I urge you to use these to your advantage, to enhance your experience and be well prepared for life after graduation.

In the current COVID situation, we need to adapt and innovate to continue to be supportive and successful. At Swansea University, we are committed to making sure our students are fully involved in and informed about whatever needs to be done to face the challenges ahead.

Working in partnership with our students is important to us. We work hard to break down barriers and value the contribution of everyone. Our goal is a community that everyone feels part of, and where everyone's contributions are valued. Always feel free to talk to academic staff, administrators, and your fellow students - I'm sure you will find a friendly helping hand ready to assist you.

I wish you a fruitful academic year.

Gert

Prof Gert Aarts FLSW
Deputy Pro-Vice Chancellor for Postgraduate Research
Swansea University

Welcome to the Faculty of Humanities and Social Sciences



As Head of the School of Culture & Communication I am delighted to welcome you to your studies here at Swansea University. Our research into the nature, purpose and impact of the arts and humanities within society and the world is vital and you will play a key role in developing new ideas, concepts and challenges for the future. I hope you will enjoy being part of our thriving research environment and make the most of training and participation opportunities. Good luck with your studies.

**Dr Sian Rees, Associate Professor
Head of School of Culture & Communication
Faculty of Humanities and Social Sciences, Swansea University**

Mission Statement of the Faculty of Humanities and Social Sciences

The Faculty of Humanities and Social Sciences are committed to the pursuit of excellence in its teaching and research. The Faculty will manage its human, physical and financial resources to provide a supportive academic environment for students and researchers that will raise ambitions and mobilise energies. It will deliver an outstanding student experience in which teaching and learning are based on our research and on the needs of our students and of society. The Faculty's academic staff and its research students will all pursue advanced research. Working together we will promote cross-disciplinary research both in the communal and cultural life of Wales, and across the International community.

Aims and Objectives of the Faculty of Humanities and Social Sciences

1. To provide a community of scholarship among students and academics.
2. To foster the values of mutual tolerance and respect alongside academic freedom of debate.
3. To promote the ideals of a liberal education, the skills and ambition necessary to participate fully in that education, and the relevance of that education to the needs of society.
4. To offer degree programmes that develop students' expertise in their chosen subjects, proficiency in research and writing, and the other knowledge and skills needed for employment, further study, lifelong learning, and global citizenship.
5. To widen access to our teaching and other resources.
6. To make best use of the knowledge, skills, energy and experience of all members of the Faculty.
7. To respond flexibly and effectively to changing economic and social circumstances.
8. To pursue research that is of international and world-leading quality.
9. To maximise the impact of our research upon other researchers, the wider academic community, and the local and international community.
10. To champion arts and culture for all, nurturing partnerships and curating activities from the cultural, artistic and research outputs of staff and students.

AT A GLANCE

A student's guide to the most important information in this handbook:

- ✓ Check information about enrolment. Please use this link for information about how to enrol at the University: <http://www.swansea.ac.uk/enrolment>
- ✓ Once you have enrolled, a key fixture to put in your diary is an **induction event** for new research students of the Faculty of Humanities and Social Sciences, taking place on **Wednesday 29 September 2021, 17.00 - 18.00** by Zoom (invitation link will be sent out to new starters). We will provide you with dates for further induction events at other points of entry e.g. January, April and July.
- ✓ Talk to your **Supervisors** and schedule your first meeting – they are there to help you.
- ✓ You must check your emails daily in your University email account.
- ✓ Contact PGR-cultureandcom@swansea.ac.uk / PGR-socialsciences@swansea.ac.uk or visit the Arts and Humanities Postgraduate Research Co-ordinator if you have any queries – we are here to help.
- ✓ Familiarise yourself with information in the PGR Handbook and Academic Guide regarding supervision and progress monitoring. It is important that all students engage with the Research Management System (RMS).
- ✓ Take advantage of skills training opportunities offered at University and Faculty / School levels
- ✓ Use your **Student Representative** to raise any academic issues you have.
- ✓ If you want more opportunities to socialise with other research students, try joining the Student Union Postgraduate Research Society; have a look at their webpage. There is also a student-run closed group Facebook page, called 'Arts and Humanities Postgraduates' which students can request to join, and a Twitter account @COAHPGR.
- ✓ Take advantage of the services offered by the University, including financial support and health and well-being support.
- ✓ Make yourself familiar with key information outlined in the University's Academic Guide and the Faculty's PGR Handbook.

Student Handbook

- ✓ *Be aware that you need to submit a Notice of Intention to Submit at least 3 months before submitting your thesis.*
- ✓ *After submission, you will be assessed by viva voce – you must be available for this.*
- ✓ *In case of emergency, **dial 333** from any University phone.*

Enrolment and first Supervision Meeting

Please use this link for information about the University:
<http://www.swansea.ac.uk/enrolment>

The link includes information about how to pick up your University ID card, which you also use in order to borrow books from the University Library and access the Orangery study facilities.

Once you have enrolled, **you should contact your supervisors** in order to arrange a preliminary meeting, if you have not done so already.

Faculty of Humanities and Social Sciences Induction Event – September 2021

Once you have enrolled, a key fixture to put in your diary is an induction event for new research students of the Faculty, taking place on **Wednesday 29 September 2021 from 17.00 - 18.00** by Zoom (invitation link to follow for new starters).

At the induction event, which is **compulsory** for all new students, you will receive information regarding your candidatures (including progress monitoring), academic and professional training opportunities for research students, and other areas of support. We will provide you with dates for further induction events at other points of entry e.g. January, April and July.

Term and Semester Dates

The 2021/2022 academic year begins on 20 September 2021.

Please refer to the University's [Term and Semester Dates 2021/2022](#).

This information relates to the structure of the academic year for all levels of study.

As a Postgraduate Research student, your work will continue outside of these dates. Please note the following additional key dates:

Thursday 16 and Friday 17 September 2021 (two days), 9am – 5:30pm: Arts and Humanities Annual Postgraduate Research Conference. For further details contact: coahpgr@swansea.ac.uk.

Wednesday 29 September 2020, 5pm – 6:00pm (UK time) PGR Induction Event: Induction for all newly enrolled research students by Zoom (invitation link to follow for new starters).

Semester 1	Semester 2
20 September 2021 – 21 January 2022	24 January 2022 – 1 June 2022

Graduation dates
Graduation currently postponed due to Covid-19
Winter Graduation tbc
Summer Graduation tbc

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Arts and Humanities Graduate Research Centre:

PGR-cultureandcom@swansea.ac.uk / PGR-socialsciences@swansea.ac.uk

[NB please contact us using this email as administrative staff are still working remotely; we will let you know once they are back on campus at Keir Hardie Room 142; Opening Hours: Monday to Friday, 9am – 5pm / Tel: 01792 295926].

Director of Postgraduate Research: Dr Kathryn Jones: k.n.jones@swansea.ac.uk

Postgraduate Research Support Lead: Kim Absolom: k.s.absolom@swansea.ac.uk

Postgraduate Research Support Co-ordinator: Liz Whitwell:
l.whitwell@swansea.ac.uk

Arts and Humanities Graduate Research Centre Clerical Assistant: Rachel Abraham,
r.d.abraham@swansea.ac.uk

Arts and Humanities Graduate Research Centre [Graduate Research Centre website](#)

Arts and Humanities Postgraduate Research Twitter account: @COAHPGR

Arts and Humanities PGR Study Facilities

Arts and Humanities research students have their own study area equipped with around 40 workspaces (at full capacity), each with a computer, as well as kitchen facilities. This is situated in the Orangery on the ground floor of the Abbey Building, Singleton Campus. Advice will be given about how to access the study spaces and health and safety guidelines / restrictions due to the Covid-19 pandemic.

PGR Student Representatives 2021/2022

Sarah Williams 927382@swansea.ac.uk

John Rogers 825841@swansea.ac.uk

Evelyn Song 889576@swansea.ac.uk

Departmental Postgraduate Research Directors

School of Culture and Communication

Ancient History, Classics and Egyptology: Dr Fritz Gregor Herman

f.g.herrmann@swansea.ac.uk

History: Dr Fritz Gregor Herman: f.g.herrmann@swansea.ac.uk

Applied Linguistics/English Language: Dr Vivienne Rogers:

v.e.rogers@swansea.ac.uk

English Literature: Dr Rachel Farebrother: r.l.farebrother@swansea.ac.uk

Creative Writing: Dr Alan Bilton: a.j.bilton@swansea.ac.uk

Media and Communication: Dr Joanna Rydzewska: j.rydzewska@swansea.ac.uk

Modern Languages, Translation and Interpreting: Dr Salwa El-Awa: s.m.a.s.el-awa@swansea.ac.uk

War and Society: Dr Fritz Gregor Herman f.g.herrmann@swansea.ac.uk

American Studies: Dr Fritz Gregor Herman f.g.herrmann@swansea.ac.uk

Welsh: Professor Gwynedd Parry r.g.parry@abertawe.ac.uk

School of Social Sciences:

Political and Cultural Studies: Dr Gideon Calder g.j.calder@swansea.ac.uk

Education: Dr Janet Goodall j.s.goodall@swansea.ac.uk

International Relations: Dr Gideon Calder g.j.calder@swansea.ac.uk

Development Studies: Dr Gideon Calder g.j.calder@swansea.ac.uk

Faculty Officials

Director of Postgraduate Research for the Arts and Humanities: Dr Kathryn Jones k.n.jones@swansea.ac.uk

Chair of Faculty Research Committee: Professor Jonathan Bradbury (j.p.bradbury@swansea.ac.uk)

Faculty Academic Administrator: Helen Baldwin (h.baldwin@swansea.ac.uk)

Welsh Language Officer: Eleanor Parker (e.s.parker@swansea.ac.uk)

Disability Link Officer: Helen Baldwin (h.baldwin@swansea.ac.uk)

Employability Officer: Debbie Marshall (d.marshall@swansea.ac.uk)

Arts and Humanities Liaison Librarian: Sean Barr (s.p.barr@swansea.ac.uk)

Head of Cultural Engagement and Development: Dr Elaine Canning e.canning@swansea.ac.uk

Research Hub Manager: Mark Penny (m.w.penny@swansea.ac.uk)

Marketing Officer: Adrian Rees (adrian.rees@swansea.ac.uk)

Staff research interests. Please use the following links to access the names and research interests of Faculty Academic Staff.

Referencing

Students in Arts and Humanities normally use one of two referencing styles:

APA (Harvard). For further guidance, see: <http://www.apastyle.org/>

MHRA. For further guidance, see: <http://www.mhra.org.uk/style>

You should consult your supervisor about which referencing system is most appropriate for your research discipline.

Research Ethics

During the early months of their candidatures, research students should ascertain whether any aspect of their planned research (including fieldwork) has ethical implications. This would typically be the case when research involves human subjects or datasets. In such a case, students should submit a completed 'light-touch' ethical review form to the Faculty's Research Ethics and Governance Committee. They may also need to submit a full ethical review form to the Committee for approval before they can undertake any of the related research activities.

Additional information about the process and the relevant forms can be found using <https://www.swansea.ac.uk/arts-and-humanities/arts-and-humanities-research/research-ethics/>

Training in research ethics is mandatory for research students. This can be accessed via the University training programme for research students (the Epigeum Research Integrity and Ethics online course).

Research in the Faculty of Arts and Humanities

Students are encouraged to participate in research activities taking place in the Faculty and beyond. The Faculty runs a regular programme of research seminars and public lectures.

These are organised by academic departments, research groups and centres, and the Cultural Institute:

The following research centres and groups are situated in the Faculty:

The Centre for Contemporary German Culture (CCGC)
The Centre for the Comparative Study of Portugal, Spain and the Americas (CEPSAM)
Swansea Translation and Interpreting Group (STING)
The Centre on Digital Arts and Humanities at Swansea University (CODAH)
The Conflict, Reconstruction and Memory Group (CRAM)
The Centre for Research into the English Literature and Language of Wales (CREW):
The Digital Politics Research Group (DPRG)
The Centre for Research into Gender in Culture and Society (GENCAS)
Object and Landscape Centred Approaches to the Past (OLCAP)
The International Studies, Conflict and Security Research Group (ISCAS)
The Swansea and Lampeter Centre for Research on the Narrative Literatures of the Ancient World (KYKNOS)
The Language Research Centre (LRC)
The Centre for Medieval and Early Modern Research (MEMO)
The Political Analysis and Governance Research Group (PAG)
The Richard Burton Centre for the Study of Wales (RBC)
The Research Group for Medical Humanities and Research Centre (MHRC)

See the following link for further information: <https://www.swansea.ac.uk/arts-and-humanities/arts-and-humanities-research/arts-and-humanities-research-centres-and-groups/>

Postgraduate Student Research Events

The Faculty also hosts an annual postgraduate conference where students from across the Faculty can present their ongoing research in a friendly and collegial environment. This year's Annual Conference took place on 16/17 September 2021.

Students are also encouraged to present their research at departmental seminars and at colloquia organised within or across departments in the Faculty.

The Cultural Institute is happy to advise students who want to organise themed research workshops or mini-conferences. For further information, contact Dr Elaine Canning, Head of Cultural Engagement and Development: e.canning@swansea.ac.uk.

Students are also encouraged to participate in University-wide research events, including the research poster and [three-minute-thesis competitions](#):

FACULTY SUPPORT AND SUPERVISORS

The Faculty of Humanities and Social Sciences are responsible for ensuring that appropriate and robust arrangements are adopted in respect of the provision of:

- Academic guidance
- Student personal development
- Pastoral care

Supervisory team

You will be allocated a supervisory team to provide you with regular advice and guidance while you are enrolled as a research student. At a minimum, you will be assigned two supervisors. Your primary supervisor will normally be your main contact throughout your research journey and will have overall responsibility for your academic supervision. Your secondary supervisor may also play a key role in the supervision process because of their specialist expertise. Your secondary supervisor will also act as your first port of call should your primary supervisor become unavailable, or in case of disagreement between you and your primary supervisor. At the start of your candidature, you should discuss the role of the secondary supervisor in the supervision process, including whether joint or separate supervision meetings are preferable.

One of your supervisors, normally your primary supervisor, will act as Director of Studies, with primary responsibility for supporting you on a pastoral level and for the administrative oversight of your candidature.

Recording supervision and progress – The Research Management System (RMS)

Your contact with the supervisory team and progress will be regularly recorded **on an on-line progress monitoring system**. Both you and your supervisors will have access to the system, on which you are expected to enter data or answer questions relating to the supervision process; for example, your supervisors will log discussions that took place during meetings, and you will have the opportunity to enter your responses to their comments. You and your supervisors will also need to use the on-line system for Confirmation of Candidature, and six-monthly progression procedures (see 'Degree Progression and Completion' on page 15). You will be prompted to enter data to the system by email at the appropriate points during your candidature. Training in the use of the on-line progress monitoring system will be provided for students. Please check your e-mails regularly for training dates.

Meeting your supervisors

At a minimum, both part-time and full-time students must attend four face-to-face meetings (including via Zoom, if necessary) with their supervisor(s) each year, and the discussion and action points arising should be summarised in a formal written record, which will be uploaded to the on-line progress monitoring system.

Supervisors and their students are encouraged to arrange more than the minimum number of supervision meetings.

In addition to this, you will be expected to make contact with your supervisors (whether face-to-face, by Zoom, by email, or telephone) once a month, in order to confirm that you are undertaking your research. This will also be recorded on the on-line progress monitoring system.

Please refer to the [Guide to Research Supervision](#) for more information.

POSTGRADUATE RESEARCH DEGREES

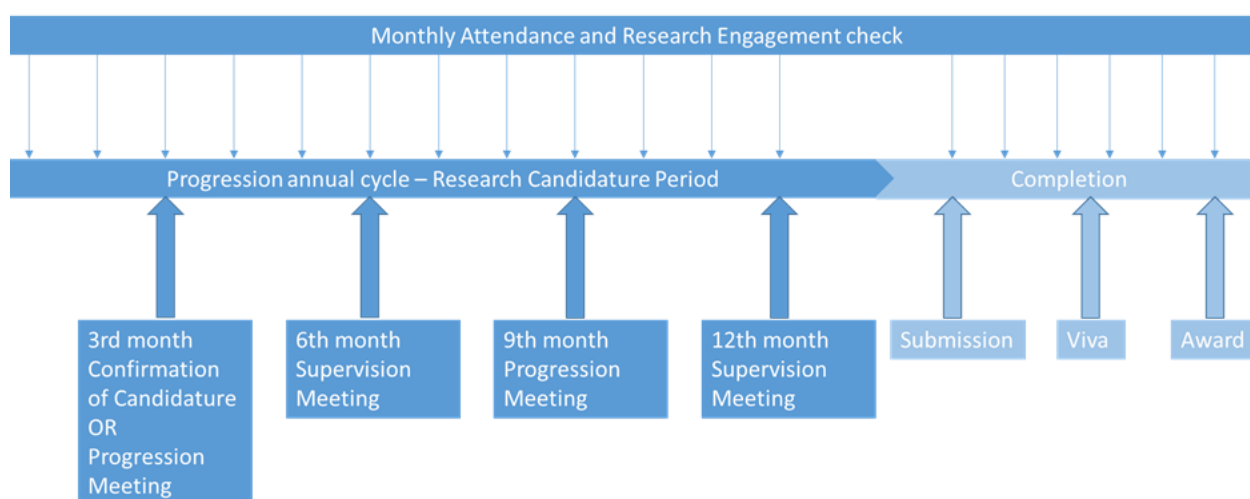
A Postgraduate Research Degree provides you with a rewarding opportunity to use the skills you have acquired so far in your education to undertake extensive research within a subject area of interest, and thereby contribute something original to the world of research.

It is important you familiarise yourself with the type of Research Degree on which you are enrolled. The regulations relating to all Research Degrees are available in the Research Degree Regulations. **Your progress will be monitored on a monthly basis using the University's electronic Research Management System (RMS).** You and your supervisor will be required to input information on your progress on a regular basis and it is therefore important that you familiarise yourself with the RMS.

DEGREE PROGRESSION AND COMPLETION

During your degree, you are required to contact your supervisor every month to note attendance and engagement with your research, and attend formal supervision and progression meetings with your supervisors at regular intervals during the progression year and completion stage. Your supervisor and you will be required to record the outcomes of your progression, which will include a record of each of these meetings and agreed actions. All sections will need to be completed and meetings signed off before the monitoring process is complete.

The annual stages of progression and completion, all of which have to be recorded on the RMS, are as follows:



Confirmation of Candidature

All research students (full-time and part-time) must undergo **Confirmation of Candidature** procedures within three months of their enrolment. During these initial three months, it is expected that you will produce a research plan and project summary, and consider, where appropriate, all possible ethical ramifications of your research. It is also at this stage that your training needs will be assessed.

Confirmation of candidature involves meeting with both your supervisors three months after beginning of study at the latest, in order to confirm that:

- The candidature details held in the central database are correct: in particular the start date, the minimum candidature date, the maximum submission date, the names of the supervisors, the mode of study, the subject of study;
- The student has matriculated for entry to the University;
- (Where applicable) a request to submit their thesis in Welsh has been submitted to the Faculty and thereon to Academic Services;
- (Where applicable) a request to submit the thesis in a language other than English / Welsh (where this is for academic reasons or where submission of

the thesis in another language is a requirement of the specific programme) has been submitted to the Academic Regulations and Cases Board;

- A research plan has been agreed between the student and the supervisors and a brief project summary (approximately 300 words) has been uploaded to the progress monitoring system;
- Ethical aspects of the research have been considered, and a 'light-touch' ethical review form has been completed, where applicable.
- As far as can be reasonably assessed at this stage, the facilities and resources necessary to complete the proposed project are available, or will be made available as required;
- A Training Needs Analysis has been completed;
- The student has received the relevant documentation, such as the School's/Faculty's Postgraduate Research Student Handbook;
- (Where applicable) The necessary safety training has been identified and either the student has completed it or an adequate schedule for its completion has been agreed;
- The student has attended or will attend any compulsory University or Faculty induction/training courses, including Research Integrity and Ethics.
- The student is engaging with their studies – any period of absences for more than two weeks are recorded.

Confirmation of Candidature must be completed by the student and supervisor(s), and recorded on the on-line system, with one of the following three possible outcomes:

- Candidature Confirmed
- Defer for three months
- Required to Withdraw

Confirmation of Candidature constitutes your first formal assessment of your progress. For more detailed information, see the Academic Regulations, [Guide to Research Degree Candidature](#).

Progression Stage/Supervised Research Period

During this initial period, you will undertake the main part of your research and compose the written thesis, having carried out a comprehensive literature review and completed the necessary training. It is during this stage that you will receive the most supervision.

Successful completion of this period will depend on you meeting the progression criteria. The second formal assessment of your progression (after Confirmation of

Candidature) will be a progression report, which can include one of the following decisions:

- Satisfactory Progress
- Cause for Concern
- Progress Disrupted Beyond Student's Control
- Transfer to PhD/Doctorate
- Transfer to MPhil/Master of Philosophy
- Transfer to Master of Research (MRes)
- Transfer to Masters by Research (MA/MSc/LLM by Research)
- Required to Withdraw
- Student Voluntary Withdrawal
- Submitted/Resubmitted

For more detailed information, see the Academic Regulations: [Guide to Progress Monitoring](#).

Probation

As part of the progression stage, all Arts and Humanities MPhil and PhD students are considered as being on probation during the first year of their candidature (first two years for part-time students). Towards the end of that period, they are required to undertake end-of-probation procedures as part of the process of monitoring their progress. Students registered for the MA by Research or MPhil wishing to upgrade to M.Phil. or PhD, should notify the Director of the Arts and Humanities Postgraduate Research Centre in order to undergo similar procedures.

You will be invited to submit the following pieces of work to Postgraduate Research:

PGR-cultureandcom@swansea.ac.uk / PGR-socialsciences@swansea.ac.uk

- a record of skills and training courses attended
- the draft of one chapter (opening chapter or literature review or corresponding piece of work)
- a proposed table of contents of thesis (roughly one page)
- thesis synopsis or abstract (up to 1000 words)
- a bibliography of items read so far
- a record of meetings with supervisors (this could be on RMS)

For full-time students who began their research at the start of the academic year on 1 October, these pieces of work must be submitted by June in time for a panel meeting with the student by the end of that month. For full-time students who began at other points of the year, work must be submitted roughly nine months after

registration. Part-time students may take twice as long. The submission date will be notified to you by the Graduate Office.

The following general criteria are used for all students when assessing whether the student has successfully completed the probation period:

- The student shows a good knowledge and understanding of their subject and associated methods and techniques;
- The student has carried out a comprehensive literature review (or equivalent);
- The student has demonstrated potential to make an original contribution to his/her field of study;
- The student can present and communicate his/her research work orally, and in writing;
- The student has satisfactorily completed the training modules or courses which were identified at the start of his/her studies;
- The student can evidence competency, both written and spoken, in the language of submission.

A chaired probation meeting will take place, through which your suitability for continuation / upgrade at the end of the first year will be determined. This will also be based on the quality of the work you have submitted. The panel will consist of the supervisor, the second supervisor, and a senior member of academic staff of the Faculty. Other members of academic staff may be invited on the recommendation of the supervisor. The purpose of the panel's meeting with the student is to discuss the chapter, thesis synopsis, and bibliography in order to identify strengths and weaknesses and to make recommendations in a written report, which will be uploaded to the on-line progress monitoring system. The student is advised to address the issues raised in the report and the advice it contains.

One of the following possible outcomes will be recorded by the first supervisor using the Research Management System (RMS):

- Pass probation [appropriate progress has been made and student is on course to produce a PhD]
- Pass probation and transfer to MPhil/PhD
- Revise and resubmit probation documents within 3 months
- Revise and resubmit probation documents within 6 months

The report's recommendation will be confirmed by the Faculty Award Board. After passing probation/being upgraded, your progress will continue to be monitored every six months.

Completion Stage

By this time, the research has been completed and a draft has been prepared, if not the full written thesis. As such, full supervision is not likely to be required. Your

progress will be formally assessed by your Faculty and a recommendation made indicating whether or not you are ready to submit your thesis within six months.

Please note that you need to indicate your intention to submit your thesis, using a 'Notification of Intention to Submit' form available from the Arts and Humanities PGR Office: PGR-cultureandcom@swansea.ac.uk / PGR-socialsciences@swansea.ac.uk) at least three months before submitting. For further detail about the submission and examination process, please consult the Academic Regulations, using the following links:

[Guide to Submission and Presentation of the Thesis](#)

[Guide to the Examination of Research Students](#)

SKILLS DEVELOPMENT FOR RESEARCH STUDENTS

Skills Development for Research Students offered by the University

The University PGR Office runs a regular programme of training courses for research students. Please find details (dates, times, locations and registration) using the following link: <http://www.swansea.ac.uk/research/researcher-development/postgraduateresearchstudents/>

Skills Development for Research Students offered by the Faculty

The Faculty offers various forms of research training for students. These will be advertised via email and the Faculty PGR Training Website.

Research Allowance, Applications for Research Support Funding and Reimbursement of Expenses

Postgraduate Research Support Allowance

In order to support the diverse range of research activities carried out by our postgraduate students, the Faculty of Humanities and Social Sciences provides a Research Support Allowance as follows:

Allowances

- £500 (£250 part-time) per year per student
- The allowance is not available once the student has surpassed the **minimum** candidature period.
- **We are unable to process retrospective requests. University Financial Regulations prohibit any commitment being made prior to approval from the respective Supervisor and Director of Postgraduate Research.**

Eligibility

- Any PGR student enrolled on a PhD, EdD programme within the Faculty.
- Part time students are eligible but will only be able to access £250 p.a.
- MRes, MA by Research, MPhil and DBA students are eligible for this allowance
- The exceptions to eligibility of access to this fund are:
 - Staff members undertaking a Research Programme
 - Students who already have access to external/alternative funding
 - eg. SURES, AHRC, ESRC etc. and sponsored research allowance
- As a general rule an allowance cannot be carried forward or brought forward.

The following types of expenses would be considered appropriate as per criteria mentioned below:

1. Conference Attendance

- **Frequency** – No fixed number but must be within available total PGR allowance
- **Conference Type** - Peer-reviewed, reputable and relevant conferences
- **Requirements:**
 - Full paper presentation and/or poster presentation
 - One unique paper per attendee - for example, if one paper is co-authored internally by more than one doctoral candidate then only one author can attend the conference.

2. Research Workshop/Seminars Attendance

- Limited proportion of personal annual research allowance may be used, which will be considered on a case by case basis.

3. Research Visits

- Travel/accommodation/subsistence expenses incurred as a result of field work/research visits to organisations.
- Should not be related to a funded project.
- This should be associated with specific research output(s).
- Limited to UK visits only.

4. Research Training and Development

- Training related to specific research tools and techniques.
- Should be recommended/supported by the student's supervisory team.

5. Data acquisition and analysis

- Data collection cost (such as cost for conducting a survey).
- Would be considered on a case by case basis.
- Output should not be generated from a funded project.

Other types of expenses to be considered on a case by case basis by the School PGR Lead and/or Faculty PGR Director.

How do I apply for funding?

Please note you must always apply for funding at least 4-6 weeks in advance of the trip or event.

Risk Assessment (RA) Overseas/UK Activity: If you are applying for travel and accommodation overseas or any UK activity then you will be required, in the first instance, to complete a Risk Assessment before applying for the research support allowance. Please find below relevant links to Risk Assessment for completion. Please contact your supervisor for guidance in completing the Risk Assessment form. Your supervisor will also need to sign off the Risk Assessment before returning to the PGR Team for processing along with the request for research support allowance funding. Please ensure that all the Risk Assessment forms have been completed in order to avoid any delay with processing your research support allowance. Please note we cannot approve any travel/accommodation overseas or UK activity until a Risk Assessment has been carried out. The Risk Assessment procedure also secures University Travel insurance, so it is vitally important that this is completed and approved before any bookings are carried out.

FOR OVERSEAS TRAVEL - PLEASE COMPLETE THE FOLLOWING APPLICATIONS:

Please contact your supervisor for guidance in completing the Risk Assessment forms.

[Request for Approval to Travel Overseas](#)

[International Activity Information Sheet](#)

[COVID-19 Considerations Document](#)

FOR UK TRAVEL/ACTIVITY - PLEASE COMPLETE THE FOLLOWING APPLICATION:

If there is any fieldwork you will need to follow the link below:

[Fieldwork Risk Assessment](#)

Please contact Health and Safety at Swansea - healthandsafety@swansea.ac.uk for further guidance and advice on Risk Assessment.

Information on the International travel policy and travel cover can be found at: [https://myuni.swansea.ac.uk/international/international-travel-policy/Travel Cover - Swansea University](https://myuni.swansea.ac.uk/international/international-travel-policy/Travel%20Cover%20-%20Swansea%20University)

The above processes may change depending on service restrictions due to COVID-19. <https://www.swansea.ac.uk/about-us/coronavirus/>

Please complete the Postgraduate Research Support Allowance Form, see attached link: [PGR Support Allowance Form](#) approved by your supervisor, and also attach the signed completed Risk Assessment form from your supervisor. You can also obtain a copy of the Research Support Allowance Form from the FoHSS PGR Handbook and PGR Team email: pgr-cultureandcom@swansea.ac.uk / pgr-socialsciences@swansea.ac.uk.

When completing the form please secure all relevant documentation as outlined below:

- **Travel and accommodation costs - overseas or UK** - please provide a cost-effective quote by checking with booking.com as this is the source that Travel Planet (University approved supplier) use for travel.
- **Conference Fees**
Please provide an electronic copy/payment link of the conference registration, highlighting the conference fees.
- **Information / quotes about costs of materials, books, software** – Please provide electronic copy/payment links.

Student Handbook

- Submit the completed approved Risk Assessment and Postgraduate Research Support Allowance Form to pgr-cultureandcom@swansea.ac.uk / pgr-socialsciences@swansea.ac.uk. Your request will be considered and you will be advised on the outcome of your application within 10 working days.
- Students who receive funding for **Overseas Travel/UK activities** will have their orders placed by either the PGR Team in consultation with Travel Planet (University approved supplier) for travel or Faculty Finance depending on the activity, who will consider the details/quote supplied at point of application. PGR Team may contact you when making the booking, on your behalf via Travel Planet, for ease of reference. Any relevant paperwork will be forwarded to you in due course. **We cannot arrange any travel or accommodation until a Risk Assessment has been carried out.**

The above processes may change depending on service restrictions due to COVID-19. <https://www.swansea.ac.uk/about-us/coronavirus/>

DATA PROTECTION

The University complies with the principles of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. All personal data of students is processed in accordance with the University's registration with the Information Commissioner. This University's registration number with the Information Commissioner is Z6102454. Remember, it is **your responsibility** as a student, to ensure that all personal data you are required to provide to the University, is accurate and up-to-date.

The University is legally required to send certain information to the Higher Education Statistics Agency (HESA). Please refer to the [HESA](#) website for more information.

For further information on how your personal data is processed and information on how you may exercise your rights to your personal data please refer to the [Student Privacy Notice](#) and the [Data Protection](#) webpages.

STUDENT SUPPORT CONTACTS

If you require any support during your studies, your Arts and Humanities Graduate Research Centre and MyUni Hub should be able to assist you or point you in the right direction

Arts and Humanities Graduate Research Centre Office (for academic queries related to your research degree).

Email: PGR-cultureandcom@swansea.ac.uk / PGR-socialsciences@swansea.ac.uk

Twitter : @COAHPGR

Arts and Humanities Graduate [Research Centre website](#)

NB please contact us using the PGR-cultureandcom@swansea.ac.uk / PGR-socialsciences@swansea.ac.uk email addresses as administrative staff are still working remotely; we will let you know once they are back on campus at:

Location: Keir Hardie 142

Opening Hours: Monday to Friday, 09.00 – 17.00

Tel: 01792 295926

MyUniHub

For all other queries:

Singleton Campus: Singleton Abbey, Stable Block

Bay Campus: Tower Information Centre

Opening hours:

Mon-Fri 08.30-17.30 – Term Time

 09.00-17.00 - Vacation

Tel: 01792 606000

Email: myunihub@swansea.ac.uk

Web: <https://myuni.swan.ac.uk/>

MyUniHub brings together a number of the University's frontline Professional Services to provide a centralised one-stop student information desk, or Hub, on both Singleton and Bay campuses. These Hubs aim to offer reliable and consistent information, advice and guidance, and are your first port of call for any issues that you might encounter over the course of your academic career. If you're not sure who to ask, ask the Hub!

MyUniHub can assist with a range of personal and academic queries in the following areas:

- Enrolment
- Paying tuition and accommodation fees
- Council Tax Exemption
- Confirmation of Student Status
- Student Records
- Academic Policies and Procedures, including Academic Misconduct and Attendance Monitoring
- Appeals, Complaints and Discipline
- Diploma Supplements
- HEAR
- Printing and Binding Services
- Welsh Language Translation
- Suspension or Withdrawal of Studies
- Transcripts
- International student compliance matters, including BRP card collection, visa extensions and police registration
- Visa Extensions
- Student Finance

Student Union Advice and Support Centre

Singleton Campus: Ground Floor, Fulton House (Behind Costcutter)

Bay Campus: First Floor, SU Building

Tel: 01792 295821

Email: advice@swansea-union.co.uk

Web: www.swansea-union.co.uk/support/advicesupportcentre

The Students' Union Advice Service Centre offers free, independent, and confidential advice and representation to all Swansea University students, covering a wide range of issues, including money worries, academic, housing, legal, and personal problems.

USEFUL WEBSITES FOR POSTGRADUATE RESEARCH STUDENTS

Bookfinder

Web: www.bookfinder.com

Useful site for finding new and used books, including rare and out-of-print books.

British Library

Web: www.bl.uk

Swansea University has an inter-library loan system that allows books from other libraries to be brought in when there are no copies held by the University libraries; search the [British Library Catalogue](#) and complete an Interlibrary loan request [link <http://libguides.swansea.ac.uk/Document-Supply>] and you can get the book or article brought to Swansea.

Celebrating Swansea University Researchers (YouTube Channel)

Web: www.youtube.com/channel/UCER2oBPPzgmrJA6ALukrXwQ

European Research Council

Web: <https://erc.europa.eu/>

Gradintel

Web: <http://gradintel.com>

Gradintel helps locate graduate-level employment.

Advance HE

Web: www.heacademy.ac.uk/about-hea

Focusing on teaching quality in Higher Education.

Library Blogs

Arts and Humanities: <http://arts-team.swan.ac.uk>

Library Guides

Web: <http://libguides.swansea.ac.uk/>

Department-specific guides that will help you find books and articles, and include links to social media and a feedback form that can also be used to ask questions of the individual library teams for each academic School.

Library News

Social Media: [Facebook](#), [Twitter](#), [YouTube](#)
<http://www.youtube.com/channel/UCziftYKOxtZCfGyDqNXXxcQ>

Library Research News Blog

Web: <http://researchnews.wordpress.com>

Swansea Academy of Learning and Teaching (SALT) Blog

Web: <http://salt.swan.ac.uk/blog>

The Book Pond

Web: www.thebookpond.com

A useful site for the buying and selling of academic books.

UK Research Councils

As well as UK Research and Innovation (<https://www.ukri.org/>), there are individual Councils:

Arts and Humanities Research Council (AHRC): <http://www.ahrc.ac.uk/>

Economic and Social Research Council (ESRC): <http://www.esrc.ac.uk/>

British Academy: <http://www.britac.ac.uk/>

Leverhulme Trust: <https://www.leverhulme.ac.uk/>

Wellcome Trust: <https://wellcome.ac.uk/>

Coleg Cymraeg: <http://www.colegcymraeg.ac.uk/>

Online University Book Shop

Web: [Swansea University - \(jsgroup.co.uk\)](http://SwanseaUniversity-(jsgroup.co.uk))

University Research Site

Web: www.swansea.ac.uk/research

Vitae

Web: www.vitae.ac.uk

Supports professional development of researchers; has a wealth of information for PGR students at all stages of their degree; including career development, academic success, publishing academically, and much more.

DISCLAIMER

The Faculty of Humanities and Social Sciences have made all reasonable efforts to ensure that the information contained within this publication is accurate as at the date of publication. However, some changes, for example to programmes, modules, study location, placement opportunity, facilities or fees may become necessary due to legitimate staffing, financial, regulatory and academic reasons, or due to other circumstances outside the reasonable control of the University. The Faculty will endeavour at all times to keep any changes to a minimum and to keep students informed appropriately. Any changes to the information contained in this handbook will be updated quarterly at the online Swansea University [Academic Regulations](#).

You are advised to contact the Faculty directly if you require further information or have any queries regarding any changes you may be notified of.

If you require any further information, please use the Contacts listed at the end of this handbook to directly contact the relevant service.

