

# *School of Pharmacy*



## *Postgraduate Induction Handbook 2015-2016*



## Research Structure



### Our research ethos

Pharmacy is a multidisciplinary subject; hence you will see that we are working on aspects of social sciences, clinical sciences, physicochemical sciences and even engineering! As a Pharmacy school, we focus on drugs to prevent, alleviate or cure diseases and our research programmes range from drug design and discovery, to formulation and delivery, and on to action and use. Increasingly, many aspects of our research are carried out in collaboration with world leading colleagues and research centres in Europe, Asia and North America.

### How we work

Our research is organised under two divisions or clusters -Pharmaceutical Science and Practice, and Molecular Therapeutics. Both clusters have a number of key themes and associated research programmes which are mainly funded by UK and European Government sources, leading medical charities and the pharmaceutical industry. Our ultimate aim is to deliver real benefits for patients from our academic research programmes. Thus, we value highly the translational aspects of research.

## Contacts

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## Induction For New PhD Students

**Please note that Registration and Enrolment is scheduled for Friday 18 September from 2-4pm in the MBC.**

Event	Time / date	Location
Registration / Enrolment	2pm-4pm Friday 18 <sup>th</sup> September	MBC, Room 110
School Postgraduate Induction	10am-12pm Tuesday 29 <sup>th</sup> September	School of Pharmacy - MG12/13 <b>Compulsory</b>
Demonstrator Training	2pm-5pm Tuesday 29 <sup>th</sup> September	School of Pharmacy - MG12/13 <b>Compulsory</b>
Information Services Training Session	10am-12pm Wednesday 30 <sup>th</sup> September	McClay Library Auditorium (Ground Floor) <b>Compulsory</b>
Health and Safety Training	2pm-4pm Thursday 1 <sup>st</sup> October	Peter Froggatt Centre PFC/02/017 <b>Compulsory</b>
PGR Students Welcome & Introduction	9am-4pm Friday 9 <sup>th</sup> October	Great Hall Lanyon Building <b>Compulsory*</b>

\*The University expects that all research students should attend this induction day, which is designed to complement induction at School level.

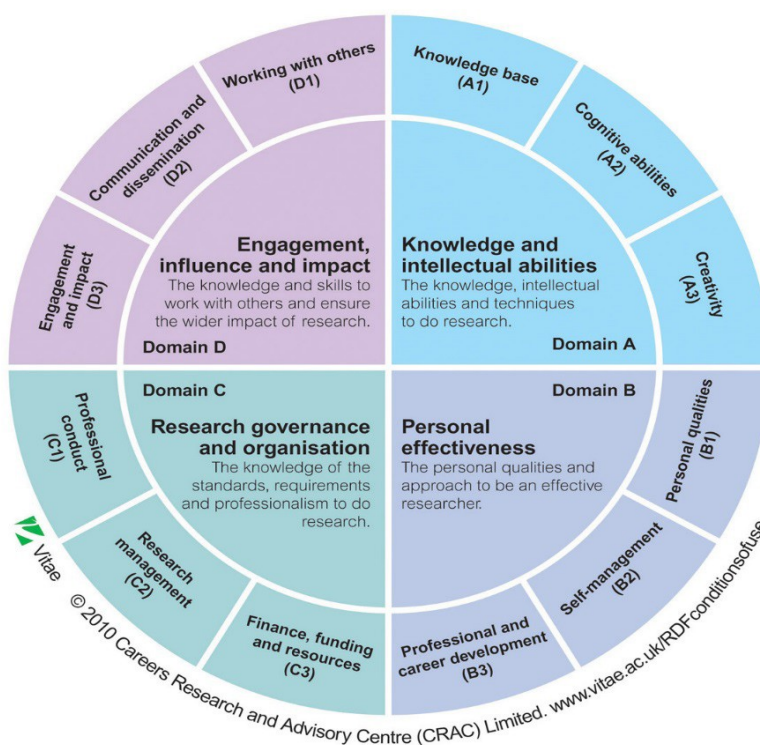
## PGR SKILLS TRAINING

### The Postgraduate Researcher Development Programme (PRDP)

As a postgraduate researcher you are expected to develop a wide range of skills and competencies in addition to your subject specific knowledge. In an increasingly competitive employment market, employers (whether academic or not) place great importance on high level professional skills in prospective employees and therefore it is vital that you have a demonstrable range of transferable skills that can give you that edge to stand out from the rest.

At Queen's University, the Postgraduate Researcher Development Programme (PRDP) aims to support postgraduate research students (PGRs) in developing a range of personal and professional skills to successfully complete their research degrees and embark on a career, whether that is in academia or beyond.

The **Researcher Development Framework (RDF)** is a national framework which details key skills required by researchers and a framework of competencies for each of the skills.



The RDF reflects four broad domains:

- \* Engagement, influence and impact
- \* Knowledge and intellectual abilities
- \* Research governance and organisation
- \* Personal effectiveness

Using the RDF will help you to identify your current level of competency in each of the skills areas and what is needed for you to move to the next level. This will ultimately enhance your personal, professional and career development.

PRDP programmes offered at Queen's are categorised within the four RDF areas and full details of all courses are outlined in QSIS (see below). You are encouraged to use the RDF in discussions with your supervisory team to identify and prioritise skills to develop and opportunities to avail of. Further details are available from the PRDP website – [www.qub.ac.uk/prdp](http://www.qub.ac.uk/prdp)

The PRDP is delivered through a comprehensive range of individual courses, events, online support, and student-led initiatives.

The individual courses vary in length from a quarter day to 2 days. They are led by academic and academic-related staff from Queen's and also by external providers who are chosen based on their specialist experience of particular content areas and the University Sector. There are also specialised staff within the PRDP Team who facilitate personal effectiveness programmes, mentoring, one-to-one meetings, careers advice and guidance on your skills development throughout the course of your PhD.

### Researcher Development Planning

As an early stage researcher, you are responsible for your skills development planning and, with the support and guidance of your supervisors you should focus on selecting the training and development opportunities most suited to your unique needs.

Personalised support is also available from the PRDP Team based in the Postgraduate Student Centre. There is a dedicated website that provides detailed information on Researcher Development Planning and will take you through the process from planning your development to reviewing and reflection;

<http://www.qub.ac.uk/sites/PostgraduateResearcherDevelopmentPlanning/>



To get the most out of your skills development, you should ensure that the training you choose to undertake is tailored to your own particular needs. You should also take time to familiarise yourself with all the PRDP courses relevant to the stage of your PhD and your own individual needs.

To register for a course you need to use **QSI**S – (the Queen’s University Student Information System) – further information is available from the PRDP website – [www.qub.ac.uk/prdp](http://www.qub.ac.uk/prdp). Using QSI, you can register for a course, cancel off a course or add training information into your training record.

### Training requirements

At Queen’s you are expected to undertake 30 days of training and development during the course of your PhD – this can include relevant School training as well as the range of PRDP courses. The PRDP focuses on providing training in transferable and professional skills and therefore should complement the subject specific training which is coordinated at School level.

The choice of training need not be limited to formal training. Experiential learning is an invaluable way to consolidate all the skills learned and ‘put them into practice’; for example you could be actively involved in developing a ‘Student-led initiative’ or writing a paper for publication. There are a range of resources and opportunities available (please refer to the PRDP website for further information) and these should be discussed as part of your personal development planning sessions with your supervisory team.



## PGR Careers

There are a wide range of career options open to postgraduate research students and it is important to start considering your options and planning your career at an early stage to enhance your employability. PGR students have access to a dedicated careers adviser and PGR Careers Programme.

One-to-one careers guidance is available to any postgraduate research student via face-to-face, phone, email or Skype and there are also monthly drop in CV/Application sessions held on the first Wednesday of the month. The PGR Careers Programme includes specific workshops on Effective Academic Applications, Communicating Postgraduate Research Skills to Employers, Preparing for Academic Interviews and Preparing for Interviews outside Academia. Additional events scheduled throughout the year include careers options, employer and alumni events specifically for postgraduate research students, joint postgraduate research student and research staff seminars and Careers Service events open to all students. Look out for regular PGR Careers Email Newsletters providing updates of the latest events and relevant career information.

If you have queries relating to any aspect of your career, you can contact Rebecca Boyd, Senior Careers Adviser for Postgraduate Research Students, at [r.boyd@qub.ac.uk](mailto:r.boyd@qub.ac.uk).

## Researcher Plus Award

The QUB Researcher Plus Award provides accreditation of additional learning and development activity that postgraduate research students complete alongside postgraduate research. Students can apply to receive the Researcher Plus Certificate at graduation by submitting a portfolio demonstrating development of transferable skills. Further information is available at: [www.qub.ac.uk/prdp/ResearcherPlus](http://www.qub.ac.uk/prdp/ResearcherPlus)

## Personal Development Programmes

There are a number of leadership development programmes which can really help you to differentiate yourself from others in the employment market. These include:

- Leading your PhD is a 3-day leadership development programme which will provide you with the skills and support necessary to complete your PhD successfully. Crucially these skills are highly valued by academic and non-academic employers alike. The programme is applicable to anyone doing a PhD, MPhil or Professional Doctorate in any discipline and completion is a key requirement towards achievement of the new Certificate Level 5 in Leadership and Management.

- The Graduate School has launched a new Certificate Level 5 in Leadership and Management for PhD students. This Certificate is externally accredited by the Institute of Leadership and Management ([www.i-l-m.com/](http://www.i-l-m.com/)) and Queen's University is the only University offering such a qualification to its PhD students. Attendance on the Leading Your PhD course is a key requirement for achieving this award.

- The Future-Ready programme aims to develop participants' self-awareness of strengths, preferences and development areas, to enhance personal development and careers planning.

The programme includes:

- o An opportunity to receive feedback on your transferable researcher skills
- o Participation in development centre exercises
- o One-to-one coaching and careers advice

Future Ready and Leading your PhD are not available to register on through Qsis, but will be advertised for application via email throughout the year. If you would like further information, please contact the The Graduate School.

Other personal effectiveness courses which will help you to complete your PhD successfully include 'supervisory and work relationships' and 'assertiveness and confidence building'. Discussion, interaction & feedback will be part of these sessions which have an experiential approach. Participants will be encouraged to learn from each other and to apply learning from the session to facilitate positive outcomes for themselves and others. These courses are available to book onto through Qsis and scheduled throughout the academic year.

## Personal Effectiveness Consultancy Service

This service offers a one-to-one confidential consultancy for postgraduate research students for issues relating to academic support and personal effectiveness. Typical issues students present with are: managing difficulties in working relationships, dealing with criticism, difficulties with differentiation, stress and motivation.

The approach is practical and combines systemic principles for promoting strong, productive working relationships and understanding of complex work systems, with cognitive behavioural principles to resource postgraduate students with problems they are experiencing. Students can also avail of specialised work on understanding their personality and preferences and how this can influence their learning and professional relationships.

To arrange a one-to-one meeting please contact The Graduate School on: 028 90 97 25 85 or email Annette Mac Artain-Kerr on [a.mkerr@qub.ac.uk](mailto:a.mkerr@qub.ac.uk). Annette is a systemically trained UKCP registered psychotherapist and consultant with additional training in CBT (Cognitive Behavioural Therapy) and MBTI (Myers Briggs Type Indicator).

## One-to-one Advice on Developing Transferable Skills through the PRDP

Advice can be sought with regard to developing transferable skills, by contacting Heather McGregor on 028 9097 2538 ([h.mcgregor@qub.ac.uk](mailto:h.mcgregor@qub.ac.uk)). Heather manages the PRDP programme at Queen's University and has an established background in training and development within a number of organisations.

For any query relating to PGR training you can contact the PRDP Team by:

Email: [pg.training@qub.ac.uk](mailto:pg.training@qub.ac.uk)

Telephone: 028 90972590 or please call in to the Graduate School



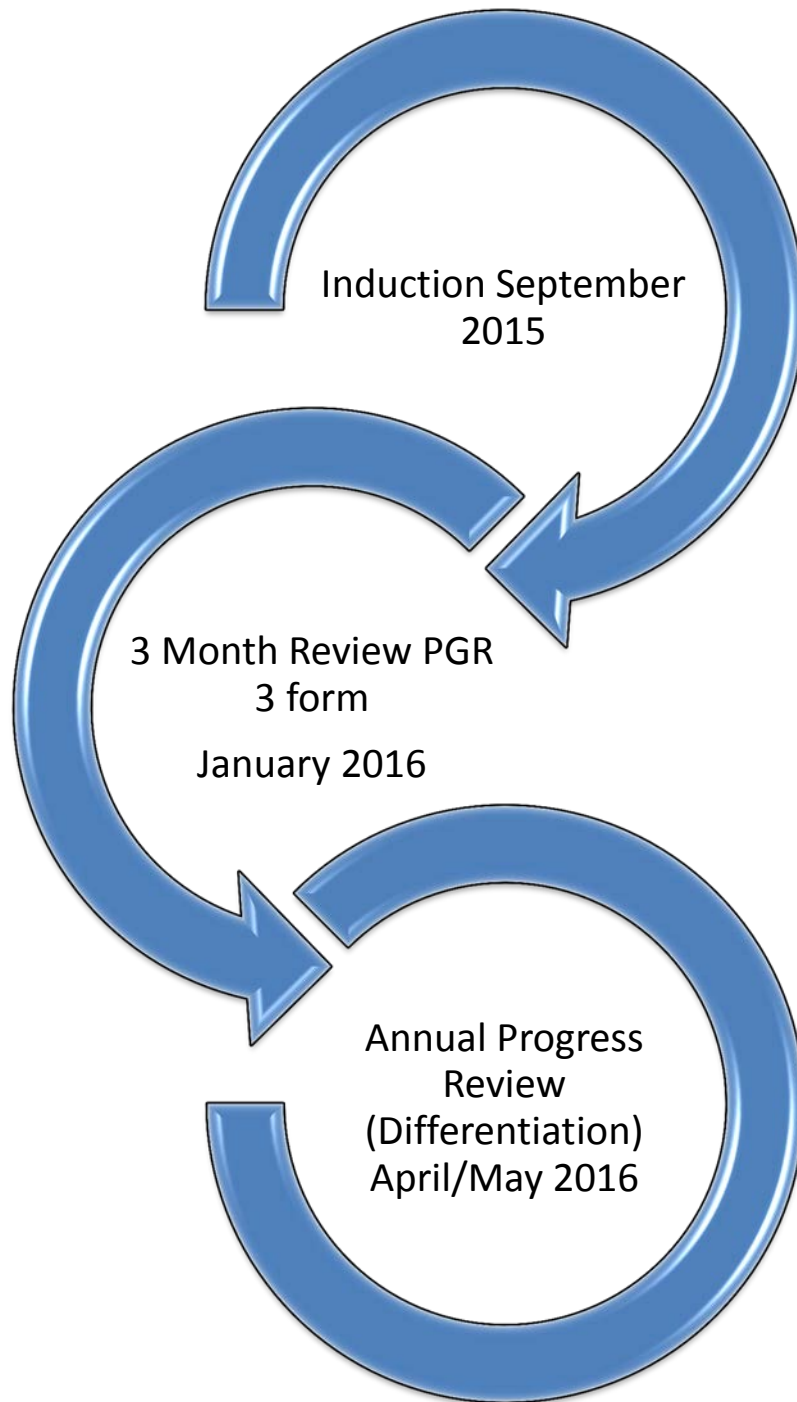
## Peer Mentoring Scheme

We currently run a peer mentoring scheme where first year PhD students are assigned a mentor from the current pool of second and third year PhD students to assist them with their transition from undergraduate to postgraduate research education. Postgraduate research study requires new learning skills and strategies as students learn to adapt to the research environment. Therefore, mentoring at an early stage by students who have gone through this transition can enhance the student experience by offering a more tailored induction which facilitates the integration of our first year students into the research environment.

Peer mentoring also helps to promote a strong, supportive culture in our School by allowing first year students to interact with their peers and build up their contacts throughout the school. Further details of the peer mentoring scheme will be outlined at the student induction meeting and the mentors will assigned to students upon commencing their studies.



Year 1



### 3 Month Review

- All postgraduate students must complete an initial review of their proposed research project within three months of beginning their studies

For students who started in Sept/Oct, the PGR 3 form will be emailed to you. Your review must be completed and submitted to Lee-Anne Howell in the School Office by 15th January 2016.

- The 3- month review comprises of three elements:

- Completed PGR3 form

- Outline Research Plan for the project

The latter should be drafted in collaboration between the student and the supervisory team, and taking the form of a simple Gantt chart, flow chart or similar. This outline “living” document should form the basis for all future meetings between supervisors and student.

- Summary of progress to date

- The School Postgraduate Research Committee (SPGRC) will consider the reviews in order to ensure that the project is feasible within the timescale of the project



## Annual Progress Review

- A formal review will take place for each student on an annual basis
- This will involve the submission of work by the student and an interview with a panel of academic staff, consisting of a Chair and another member of academic staff. The primary supervisor also attends. The panel usually remains the same for each student at each Annual Progress Review meeting.





## Year 1: Annual Progress Review (Differentiation)

End of March: Guidance notes will be emailed to students

- Instructions for preparation of report
  - Written report
  - Updated research plan
  - PG Training record
  - Turnitin® record
- Deadlines for submission of reports
- Interview timetable
- Panel members

Early/mid-May: Differentiation interviews and panel recommendations (PGR4)

Decisions confirmed by SPGRC

Mid-late May: Students notified in writing of differentiation outcome and decision conveyed to Exams Office and Postgraduate Office



## Years 2 and 3

- In both your 2<sup>nd</sup> and 3<sup>rd</sup> year, all Postgraduate Students will have to attend an Annual Review Meeting. These meetings must be completed prior to registering for the next academic year
- All Progress Review meetings comprise of a Chair and one other academic staff member from your Research Cluster. The primary supervisor also attends.
- Students will receive at least 6 weeks' notice prior to the date of the meeting
- 2nd year meetings usually take place in April
- 3rd year meetings usually take place in March



## 2nd Year Annual Progress Review Meeting

- **Required to submit a 2000 word report including an:**
  - Abstract
  - Introduction to subject of project
  - Aims and objectives
  - Description of work to date/methods/results/discussion/ references
- Updated research plan (in form of Gantt chart)
- Details of postgraduate training undertaken
- Turnitin® record
- PowerPoint presentation
- Undergo interview with review panel and deliver presentation (10 mins)
  - Panel recommendations (PGR4)
- Decisions confirmed by SPGRC
- Students notified in writing of Annual Progress Review outcome and decision conveyed to Exams Office and Postgraduate Office



## Year 2

- You are required to register in September 2016 for your second year of study  
– registration/enrolment is carried out using the online Registration Wizard
- It is expected that students will begin drafting material for inclusion in their thesis during the second year of study

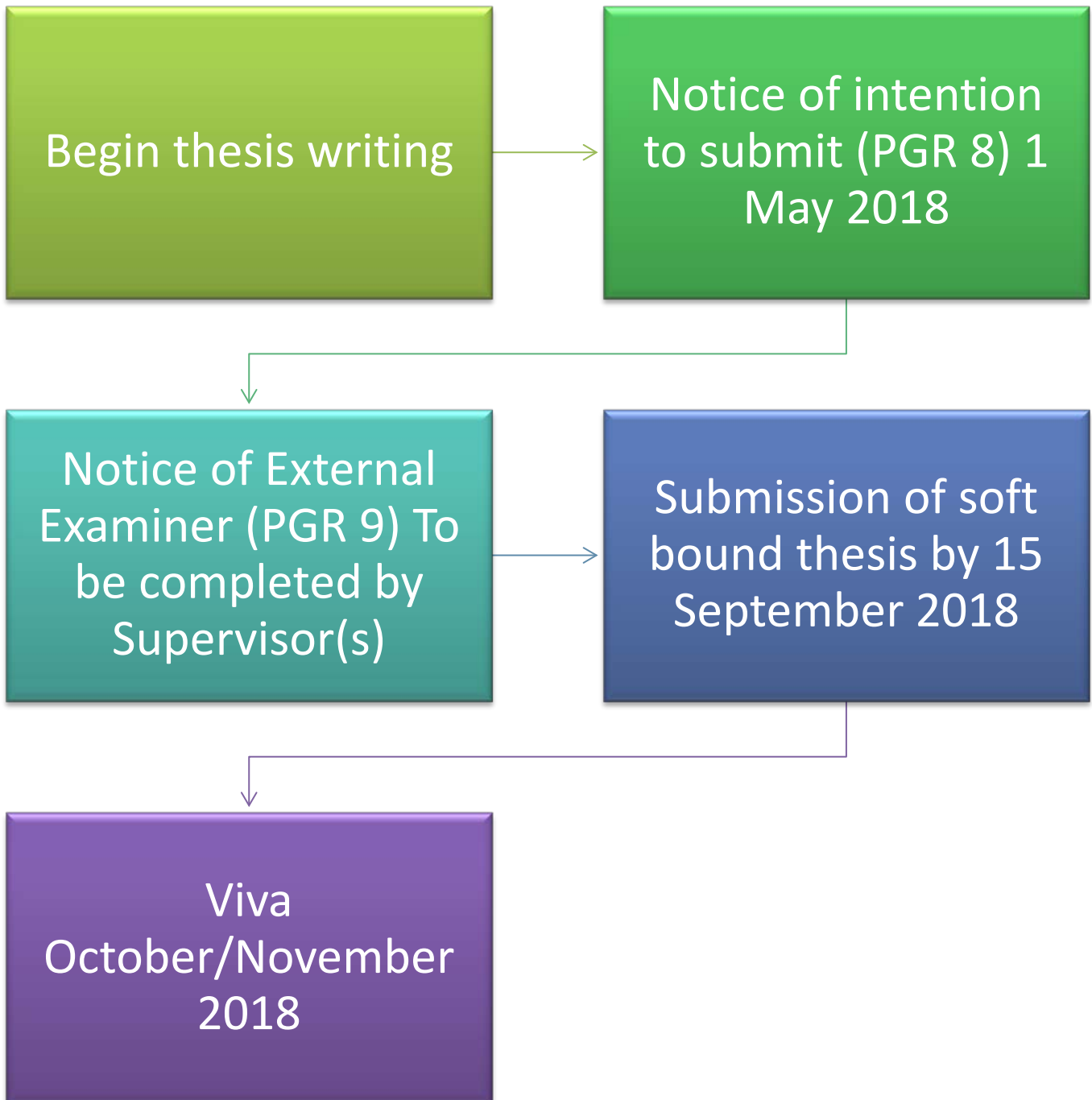


### 3rd Year Annual Progress Review Meeting

For your 3rd year review you will be required to submit:

- A thesis chapter
- An updated research plan
- Updated Postgraduate training record
- Turnitin® record
- Undergo interview with review panel
  - Panel recommendations (PGR4)
- Decisions confirmed by SPGRC
- Students notified in writing of Annual Progress Review outcome and decision conveyed to Exams Office and Postgraduate Office

Year 3



## Meeting with Supervisor(s)

- All Postgraduate Research students are required to meet with their supervisor(s) on a regular basis
- There should be a minimum of 6 meetings per academic year, all of which should be documented and signed by both the student and supervisor(s) (see back of book)
- Form available which should be completed at each formal supervision meeting



## House Rules

- The printers in the School office are only to be used by PGR students in exceptional circumstances. Printers are available throughout the University at designated student areas i.e. Library
- Lab coats should only be worn whilst in the laboratory
- Students are expected to attend the School on a daily basis from Monday to Friday. Working from home is not normally permitted.
- Prior to undertaking any lab work, COSHH forms should be completed and signed by both the Academic supervisor and COSHH supervisor
- Only basic stationery will be provided to PGR students at induction – no further stationery will be provided by the School
- The kitchen/fridge and microwave in the tea room is for use by PGR students – please do not use the Staff kitchen
- All PGR students are expected to tidy up their own dishes – this is not the responsibility of the office staff
- You must supply your own tea and coffee, but milk will be provided at an annual cost of £20– if you wish to avail of this, please leave the money in an envelope with your name on it in the School office





## Staff/Student Consultative Committee (SSCC)

The purpose of Staff/Student Consultative Committees (SSCC) is to ensure that Schools and Institutes receive evaluation and feedback from students on the quality of their academic provision and associated activities, and to provide a mechanism whereby Heads of Schools and Institutes can seek the views of students on matters of policy related to course development and review.

Academic Council requires the School of Pharmacy to have at least one SSCC. Details of the SSCC and the current regulations may be found on the SSCC notice board. Elections, for student representatives to the SSCC, will take place in October. The elections will be conducted by ballot, organised by the School. The School of Pharmacy proposes to seek nominations for student representatives for the SCC during the first 2 weeks of the first semester and to conduct the ballots during the following week.

The current regulations require that each SSCC consist of equal numbers of staff and student representatives, although the Committee has the authority to invite additional staff and students to be in regular attendance. The School of Pharmacy will therefore seek student nominations for a representative from each year group.

Following elections for student representatives on the SSCC the names of those elected will be posted on the SSCC notice board.



## Demonstrating

- All Postgraduate students have the opportunity to carry out demonstrating duties for undergraduate practical classes during their PG studies
- An email will be sent to students asking for availability
- A draft timetable will be circulated. Students wishing for amendments to be made to the timetable for demonstrating must inform Lee-Anne by the date detailed in the email
- Demonstrator training will be held on **Tuesday 29th September at 2pm.** All students are required to attend. Students are not permitted to demonstrate unless they have completed training
- Payment is £11 per hour



## Graduate School

The Graduate School, recently open in April 2015, is a dedicated postgraduate facility with a whole range of related activities running throughout the year. We have a dedicated silent study area, group study rooms and rooms that are bookable for conference use. We will have some teaching taking place from September. Join us during Postgraduate Welcome Week, Monday 21<sup>st</sup> – Friday 25<sup>th</sup> September, to meet your peers and to find out more about what the Graduate School has on offer for the Postgraduate Community. Our teams include Postgraduate Information, Training and Awards teams and we have a range of activities running through the year to support postgraduates.

**Find us on Facebook ([www.facebook.com/pharmacyatQUB](http://www.facebook.com/pharmacyatQUB)) and Twitter ([@pharmacyatQUB](https://twitter.com/pharmacyatQUB))**



## Holidays

The University is closed on the following dates in 2015/16:

- Thursday 24th December 2015 – Monday 4<sup>th</sup> January 2016 (inclusive)
- Thursday 17th March 2016
- Friday 25<sup>th</sup> March – Friday 1<sup>st</sup> April 2016 (inclusive)
- Monday 2<sup>nd</sup> May 2016
- Tuesday 12<sup>th</sup> and Wednesday 13<sup>th</sup> July 2016
- Friday 23<sup>rd</sup> December – Tuesday 3<sup>rd</sup> January 2017(inclusive)

You are entitled to annual leave within the academic year. Please confer with your Supervisor(s) regarding your exact entitlement and when you can take this leave



## Health and Safety

- During the induction week, Health and Safety training is scheduled for Thursday 1<sup>st</sup> October at 2pm

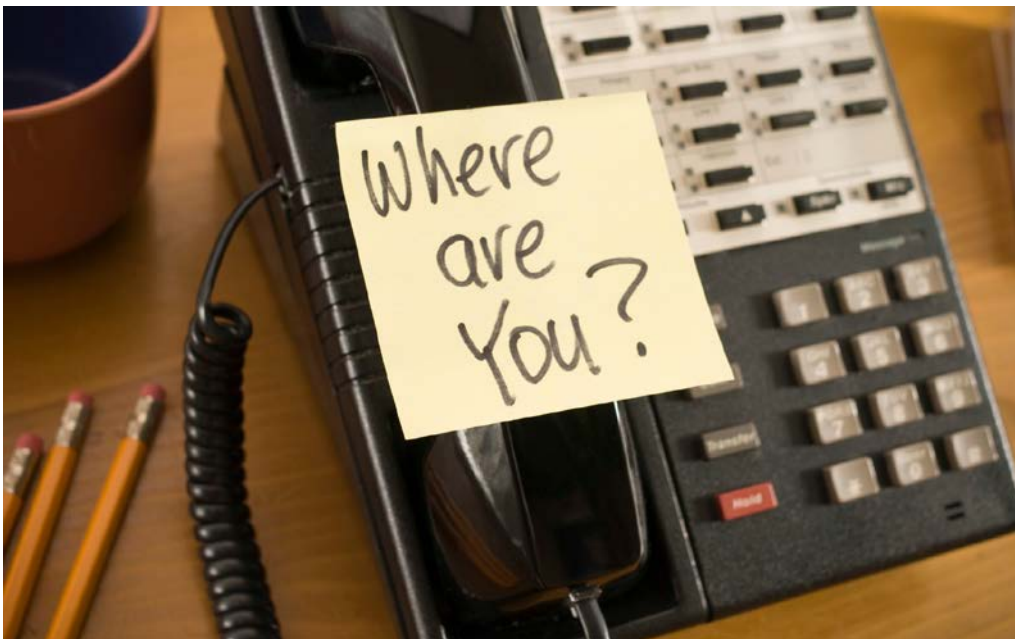
### This session is compulsory for all PG students

- You will receive a Health and Safety booklet in your Welcome Pack. You are required to read this
- When you are carrying out work in the lab you are required to complete COSHH forms which need to be signed by your supervisor. Once signed, the forms should be left with Janine Vaughan in the School office



## Absence

- If you are unable to come into work due to illness, you must telephone your supervisor or the School office on the morning of your first day of absence
- You are able to self-certify yourself for 5 working days
- If you are absent for more than 5 days, a medical certificate is required
- A record of your sickness absence will be maintained by the School



## Out of Hours Working

- Normal working hours are Monday – Friday 9.00am to 5.00pm.

In exceptional circumstances you may be required to work later in the evening or at weekends. If so, you MUST complete an Out-of-Hours form, which your Supervisor MUST sign. Once complete please leave in the blue tray at the Reception window – the form will then be authorised. (see back of book for a copy of the form)

Please follow the four steps below:



### OUT OF HOURS POLICY

1. OUT OF HOURS FORM TO BE SIGNED BY SUPERVISOR AND AUTHORISED SIGNATORY
2. ENSURE YOU HAVE THE COMPLETED FORM IN YOUR POSSESSION WHEN ON PREMISES
3. SIGN IN AND OUT USING THE SHEET AT RECEPTION
4. INFORM SECURITY ON ENTERING AND LEAVING THE BUILDING – EXT 5099

## Emergency

- In the event of a fire alarm please vacate the building at your nearest exit and wait at the quad area in front on the CCRCB building
- Security emergency number is Ext 2222
- Security general issues number is Ext 5099





## School of Pharmacy

### Standard Operating Procedure

#### Attendance Monitoring to comply with requirements of the UK Visa and Immigration Service (UKVI)

##### **Background**

The UKVI require confirmation that international students are attending classes regularly and are fully engaged with their studies. Therefore, the School of Pharmacy operates the following procedure:

##### **Postgraduate Students**

1. Postgraduate students are required to call at the School Reception, every week (throughout the year), and show their official student identification card to a member of office staff.
2. The School Office will produce a check list on a weekly basis which will contain both student names and student numbers.
3. The ID of the student should be checked against the student card and the check list updated accordingly.
4. Students who fail to show their ID on any given week will be contacted by email by the School Office at the start of the following week and reminded that they will be reported to the International Office if they do not have a valid reason for non-attendance.
5. Students are also required to attend 10 academic points of contact throughout the year. The School will issue an attendance card for each student listing the academic contact points and each student is responsible for acquiring the signature of the academic member of staff responsible for each point of contact.
6. If a student plans to leave Northern Ireland, but remain in the UK, they are required to inform the School Office
7. If a student plans to leave the UK they are required to complete an 'Authorised Absence Notification for Tier 4 (G) International Students' form which can be obtained from the School Office.

**Note: Failure to comply with the procedure outlined above may affect the University's sponsorship of your Tier 4 visa.**

## Athena SWAN

The School of Pharmacy at Queen's University Belfast is committed to the Athena SWAN Charter and underpinning beliefs. In 2011, the School received a Bronze Athena SWAN Award and in 2014 was awarded a Silver SWAN award.

Please visit our website <http://pharmacyswan.qub.ac.uk/> to keep up with all recent developments with SWAN and our GEESE group (Gender Equality to Enable Scientific Excellence), and to see some of the discussions that have arisen from both these groups.

If you have any suggestions or questions relating to SWAN, that cannot be answered by your Year Rep or Supervisor, please raise it with the SWAN student reps:

Aisling O'Carroll - [aocarroll02@qub.ac.uk](mailto:aocarroll02@qub.ac.uk), (Drug Delivery and Experimental Therapeutics)

Karen Cardwell - [kcardwell02@qub.ac.uk](mailto:kcardwell02@qub.ac.uk), (Pharmacy Practice)



## Useful Information

- The website where current PGR students can access information regarding the processes and useful links:

<http://www.qub.ac.uk/schools/SchoolofPharmacy/Research/CurrentPGStudents/>

- The University Postgraduate website is: <http://www.qub.ac.uk/sites/graduateschool/>

- The School Postgraduate website is: <http://www.pharmacypostgrad.weebly.com/>

Please visit this site and engage with fellow students by signing up to the forum. Minutes of meetings and Postgraduate news will appear on this page.

- Students wishing to give notice of intention to submit a research thesis must do so using the Service Request feature on Qsis. Please follow this link for instructions: <http://go.qub.ac.uk/CSbbc>



**QUEEN'S UNIVERSITY OF BELFAST  
SCHOOL OF PHARMACY  
OUT OF HOURS LABORATORY WORK PERMIT**

This is to certify that:

**NAME** \_\_\_\_\_

**POSITION** (post-grad, research assistant, etc.) \_\_\_\_\_

has permission to carry out work in laboratory \_\_\_\_\_

on \_\_\_\_\_ (Date) between the hours of 19.00 and 23.00 hrs

**Working after 23.00 hrs is totally forbidden unless under exceptional circumstances.**

**NATURE OF WORK - – include the specific reason why you are required to work out of hours:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the School guidelines on working in laboratories out of normal hours and a risk assessment has been undertaken

**Signature** \_\_\_\_\_  
**Applicant**

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_  
**Supervisor**

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_  
**Safety Officer/DR/HOS/School Manager**

**Date** \_\_\_\_\_

Students are reminded that this permit is only valid for the work described above. A risk assessment must be carried out on the work in question and the individual may not deviate from the agreed scheme of work without a further risk assessment being carried out. **High risk activities are forbidden.**

## PhD Student monthly meeting record

**Student name:**

Present?

**Yes**   No

Supervisors: \_\_\_\_\_

\_\_\_\_\_

PDRA: \_\_\_\_\_

Date: \_\_\_\_\_

Issues discussed:

Problems identified:

Actions recommended:

We agree that this is an accurate record of our monthly meeting

Student: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Supervisors: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

## Notes

