Handbook

PhD programme

2019-20

CARDIFF
SCHOOL of ART & DESIGN

Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd

A journey of a thousand miles begins with a single step

Lao Tzu

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1.

Introduction

Welcome to Cardiff School of Art and Design's PhD programme.

This PhD Handbook has been produced specifically for research students within Cardiff School of Art and Design (CSAD). It should be a point of reference for guidance around the procedures and arrangements particular to CSAD.

This handbook complements Cardiff Metropolitan University Postgraduate Researcher Handbook (PRH), which you will receive at your University research induction and which must always be your definitive point of reference in regard to all formal requirements and arrangements at all stages, of your studies. This particularly including processes around the monitoring of your research study progress and examination. It is also available electronically:

https://tsr.cardiffmet.ac.uk/units/RES/Pages/Handbooks.aspx.

It is important that you familiarise yourself with this Guide so that if you have questions or queries at any stage of your studies, you can check it first to see if this guide or the PRH provides the answer. If the answer is not given, then please ask for help. Contact either your Director of Studies, the School's Research Coordinator or the Research Degrees Administrator details of whom are set out in Appendix 2.

Dr Stephen Thompson
Academic Lead of Graduate Studies
September 2019

2.
School of Art and Design Resources

Cardiff School of Art and Design occupies a purpose built building and contains art and design studios, digital studios, research facilities as well as extensive technical workshop resources.

Study Space & Studios

PhD students have the use of the research students office in A2.08 which has WiFi. A2.08 can be accessed 24 hours a day, including weekends, provided campus security is informed of out-of-hours access in advance, during normal weekday working hours. Contact: tel. 029 2041 6070; LlandaffFrontReception@cardiffmet.ac.uk.

The use of studio spaces by research degree students is strictly subject to negotiation depending upon your research needs and availability.

Resources

All of the schools technical resource workshops are available for all undergraduate, postgraduate and research degree students to use once they have received a safe use induction.

School workshops and laboratories may also be timetabled for use by undergraduate and taught postgraduate students at key times of the year, and so may not always be immediately accessible.

Booking

If you would like to book the main café area or a glass fronted seminar room or project something in the café area, please speak first to Anna Lewis at the reception desk.
ALLewis2@cardiffmet.ac.uk

For all other technical and resource questions (including studio spaces) please discuss with Martin Williams, the School's Technical Resources Manager.
mpwilliams@cardiffmet.ac.uk

3. Responsibilities and administration

Academic Associate

Whilst undertaking your doctoral research you will be known officially as an Academic Associate. However sometimes other terms are used such as: Research Student; PGR Student; Doctoral Researcher; Researcher or PhD Student. I am sure you will hear other terms too. Don't be confused by this, just enjoy the variety and the eccentricity of the British University system and its many names for the same thing.

Academic Committees

Academic authority for decisions pertaining to the University rests with the University Academic Board. The Academic Board is Chaired by the University Vice Chancellor **Prof Cara Aitchison**

The University Research Degrees Committee (RDC) answers to the Academic Board but is the primary academic authority for all matters pertaining to the structure, management and examination of doctoral awards and also the progression of doctoral students.
The RDC is chaired by the University Director of Research **Prof Steve Gill** or by the University Deputy Director of Research **Dr Rich Neil.** The committee is administered by **Jeff Alder**.

The Research Degrees Sub-Committee (RDSC) is a CSAD located sub-committee of the RDC. It is chaired by the School Academic Lead of Graduate Studies, **Dr Stephen Thompson.** The committee is administered by **Debbie Alsop**.

School PhD Administration & Responsibilities

Administration of the CSAD's research degrees programme rests with a number of individuals and it is important that you know who is responsible for the academic oversight and administration of the programme, and whom to contact when you have a query or problem. However, it is important to understand that all staff have a range of duties, including their own research projects, teaching, management and administration, and therefore are not always in a position to respond immediately.

The roles of staff in regard to their research degree student responsibilities differ slightly to those set out in Cardiff Met's PRH. The differences are set out below to provide a fuller picture of roles in respect of research degrees within CSAD.

Dean of School : Professor Olwen Moseley

The Dean has overall responsibility for managing CSAD, its staff, and all of its activities. The Dean chairs the School's Research and Enterprise Committee, which receives and, where necessary, acts upon paperwork or issues arising from the Schools Research Degrees Sub-Committee.

Director of Research : Professor Gareth Loudon
The School's Director of Research has overall responsibility for CSAD's research activities, including the research degrees programme, although day-to-day responsibility is normally devolved to the School's Cardiff School of Art & Design Academic Lead of Graduate Studies (see below). The Director of Research chairs the School's Research and Enterprise Committee, which receives and, where necessary, acts upon issues arising from the School's Research Degrees Sub-Committee. The role also includes membership of Cardiff Met's Research Degrees Committee and the School's Management and Planning Team, described in section 3.2 of Cardiff Met's PRH.

Academic Lead of Graduate Studies : Dr Stephen Thompson
Within CSAD the Cardiff School of Art & Design Academic Lead of Graduate Studies is responsible for the management and day-to-day opperation of School's PhD programme and for the support of Academic Associates. They also:

- Chair CSAD's Research Degrees Sub-Committee (RDSC)
- Chair CSAD's Research Ethics Committee (REC)
- Sits as a Member of the University Research Degrees Committee (RDC)
- Sits as a Member of the University Ethics Committee (UREC)

Research Degrees Administrator : Mrs Debbie Alsop
Normally all formal paperwork and records related to research students enrolment and formal progression through the School's research degrees programme, is handled by the Research Degrees Administrator, who acts as intermediary between the School and the Research Degrees Committee, Cardiff Met's Research Office and Academic Registry. Normally the Administrator is the first point of contact if you are uncertain of whether formal paperwork/online forms have been processed, or arrangements in respect of events. However, it is important to remember that that the Administrator has a range of other duties, which may make them unavailable for days at a time. In these circumstances or if you are unsure of procedures, contact your Director of Studies or supervisor. The Administrator will normally handle the following in relation to research degrees:

- The keeping of research student files
- The processing of Cardiff Met forms, including those for annual enrolment, research degree registration, progress reports and examination, once they have been completed and signed by the student and all supervisors
- The organisation of colloquia and similar events.

4.

PhD Manager & What to do if you need to change your studies.

PhD Manager

When you enrol you will be given access to PhD manager. This is the software system the University uses to manage doctoral students progression and records and also to arrange meetings.

PhD Manager will contain.

- Your personal contact details
- Your ongoing research statement
- Records of your progression
- Tutorial notes
- Notes around your progression
- Dates and deadlines
- Your examination arrangements
- Online forms to change your study arrangements or to extend your studies
- Your supervisor information

What to do if you need to change your studies

There are several ways in which you may wish to change your studies. These include:

- Suspension of studies due to illness or other personal or professional matter.
- Change of Supervisory arrangements
- Extension of studies
- Change from Full-time to Part-time study or vice-versa.

All forms relating to research student year-on-year progression, including those for suspensions of study, change of arrangements and Exam Boards, are online on the university's PhD Manager system: https://research.cardiffmet.ac.uk/

5. Enrolment, and payment of fees

These topics are set out in detail in Sections 4 and 5 of the Cardiff Met PRH but are included here as reminders.

Enrolment

Enrolment is an essential process that confirms your status as a Cardiff Met student and gives you access to Cardiff Met IT systems, payment of fees, and enables you to obtain your Student Card.

You can complete the online Self-Enrolment process from any computer through the Cardiff Met Self Service system once you have received your **Enrolment Email**.

On receipt of your Enrolment Email, please begin your Self-Enrolment by going to the Enrolment webpage and following the step-by-step guidance provided. Access to the Enrolment section of the Cardiff Met Self Service system will require you to login with a username and password. **Please input the same username and password you originally used to apply with.** Guidance is provided for forgotten usernames/passwords. Please note that in order to Self-Enrol, your status with Cardiff Met must be **Unconditional Firm (UF)** i.e. all conditions met and place accepted.

Student ID card

You will normally be able to obtain your Cardiff Met photo-identity card on the day after enrolment, by taking your student number to the Print Studio, branches of which are on every Cardiff Met campus. Staff there will check your enrolment details on the information system, photograph you, and issue you with a Cardiff Met ID card. You will need your ID card to access most of the areas you are likely to use, on each of the campuses. Most external doors are fitted with a swipe-card system for security purposes, so it is important that you carry this with you at all times. If you experience any problems with your card, these should be reported to the main reception desk in the first instance.

Cardiff Met staff ID card for Academic Associates

As a research student, you are closer to being an academic than to being a student. You are also eligible to **request** an Academic Associate profile which will give you improved IT access and a staff ID card. To set up an Academic Associate profile, contact the Research Coordinator.

Paying tuition fees

Enrolment means that you are committed to paying tuition fees. The options for the payment of fees are different for Home/EU students and International Students. Whichever scheme you come under, there will be the option to pay in full or to pay in instalments. If you have a sponsor, employer or other funding body, written proof of agreement to pay fees is required at the time of enrolment and your enrolment form will identify who is responsible for paying your fees. The named person/organisation will be invoiced shortly after enrolment.

For detailed information on fees and how to pay, you will need to access the Tuition Fees page of the Cardiff Met web-site: http://www.cardiffmet.ac.uk/study/finance/Pages/Postgraduate,-Research-and-Part-Time-Students-.aspx

Please note that, you will not be able to register for your research degree programme until you have paid your fees, or agreed a payment plan. If payments are not made as agreed, your ID card and computer password will be suspended by the Finance Department and you may be excluded from you work area/s, until your payments are up to date.

Paying studio/bench fees

Depending on the form of research you are undertaking, you or your sponsor may be required to pay additional fees to cover the costs of consumables and other resources which you need to undertake your programme of study. These relate mainly to studio/ workshop and laboratory based research, where there may be significant use of materials and associated production costs, but fees may also apply to other types of research, where there is substantial use of, for example, printing, postage or other specific requirements.

Payment is made through the Cardiff School of Art & Design Academic Lead of Graduate Studies. Further information on purchasing and ordering materials is covered in Section 18 below.

6.

Induction & PhD Entry Point

CSAD Induction

The CSAD induction introduces you to relevant people and facilities within the School. It takes the form of a series of meetings to introduce you to the School, its people and the systems it deploys to support you in your studies. You will also have a chance to meet fellow research students. In addition there will be meetings with your supervisory team.

Details of what is provided in the CSAD Research Induction are set out in the form of a check list in the *School Research Study Guide*, Appendix 1. The *Research Study Guide* is freely available online: search '*CSAD Research Study Guide'*. The check list is also given to ensure that nothing is missed out. You are expected to tick off the sections covered on the check list. When complete, the list should be signed by your supervisor and the original kept safely for future reference.

University Research Induction

Cardiff Met induction normally takes the form of a one-day Research Induction and Training event, and is described in section 6.1 of the Research Students Handbook in the Cardiff Met PRH.

Following enrolment, you will be sent details of the two-day training course arranged by Cardiff Met's Research and Enterprises Services. These sessions typically include:

- an introduction to the Cardiff Met Postgraduate Researcher Handbook
- an exploration of the reasons for doing an MPhil or PhD
- defining research aims and objectives
- the nature of reflective practice
- a critical review of literature
- intellectual property rights
- time management
- personal development portfolios, and
- an introduction to Cardiff Met's library and relevant IT resources.

These research induction training sessions are **compulsory**. Students failing to attend *all* sessions may not be allowed to register their project for the degree. Full details of the Research Induction Training event will be sent to you by the Research and Innovation Services once you have enrolled. Normally this induction takes place in October, February and May.

PhD Entry Point

You should be in the UK and ready and available to attend from the first day of October. This is especially important if you are entering into year one because the research training will commence in the first week of October.

CSAD PhD's have two points of entry. Our PhDs are normally four years in duration and you will almost certainly enter into year one. Some students enter directly into year two this is usually because they have studied and passed the MRes degree in CSAD. The PhD years are designed such that:

- **Year 1:** Provides research training and an opportunity to orientate and consolidate your research question. (This mirrors the MRes).

- **Years 2, 3 and 4:** Provide an opportunity to undertake supervised doctoral level (Level 8) research leading to a doctoral award.

7.
Research Training

Research training is a key part of all research students' studies, irrespective of their field of inquiry. It is undertaken in a number of ways:

- Cardiff Met postgraduate researcher induction
- A Research Training Review
- Cardiff School of Art and Design PhD Research Training Year OR as an integral part of the development your Professional Doctorate project.
- Cardiff Met Elective Research Training Events.

All of the above are crucial to your development as an effective researcher.

PhD Research Training Year

All PhD students must either complete an initial research training year or demonstrate that they have its equivalent in their portfolio (ie. an MRes or similar). Most PhD students start with a year of research training. If you have not heard otherwise you should assume that your studies will start in year one with a Research Training year.

The CSAD Research Training year mirrors the MRes programme between October and April each year: It is designed to enable artists and designers, and historians and theorists working on art and design, to develop a research proposal based on their practice or topic.

The Research Training year is designed to be an enriching, rigorous and ultimately rewarding, student centred learning experience orientated around personalised tutorial support and guidance, and collaborative, intellectually generous and supportive group learning in the wider setting of our thriving research community. It is designed to be 'slow' insomuch as it provides students with an opportunity to engage in thoughtful and sustained reflection, scholarship and focus as well as an opportunity for speculative exploration and inquisitive enquiry.

The Research Training year is designed such that students develop their own research project. In keeping with the methods commonly deployed in Art & Design doctoral research, the taught theoretical and research skills elements are frequently, although not exclusively taught in reference to or through the students own research project or practice. Students initiate that research project or practice in the first module and are taught essential research skills as that project develops, leaving the final module to be conducted entirely as a research project with no taught component.

The Research Training year accommodates all types of directed and speculative art & design research it will not specifically distinguish between 'theory' and 'practice' as modes of research but will take a holistic, broad and inclusive – yet ultimately rigorous - approach to research skills development oriented around – the best way to answer the identified research question.

Research training review

At the outset of your studies, a research training review in relation to your proposed programme of work will be conducted by you, under the close guidance of your Director of Studies or supervisor. At this initial stage, the exercise is designed to identify the methods you will be using for your project and, in particular, identify those that you will need to apply immediately and those in which you might need training.

All of your study is essentially research training, and the relevance and effectiveness of the methods and means employed to conduct your research need to be kept under constant scrutiny. As well as the initial training review, a thorough review should be undertaken at regular intervals, normally not less than at six monthly intervals for full-time students, and not less than twelve months for part-time students. This is in order to identify gaps in knowledge, as well as new training requirements, which have emerged as your project has developed.

Most research training needs can be met by one or more of the elective research training events run by individual Schools within Cardiff Met throughout the course of the academic year, as described below.

Training which occurs as an integral part of your studies

You learn on the job, often acquiring skills invisibly or unconsciously as you apply methods, form judgments, assess critically, and interact with other researches, audiences, stakeholders, and other interested parties. You are expected to reflect upon all aspects of your research experience in your Personal Development Portfolio (PDP, described in detail in the Postgraduate Certificate in Professional and Research Skills Student Handbook below). However, the PDP is especially important as the place where you can bring into view, identify, and reflect upon your 'on the job' achievements.

CardiffMet elective research training events

If research training needs are identified at any point in your research programme, you work with your Director of Studies, in conjunction with CSAD's Cardiff School of Art & Design Academic Lead of Graduate Studies, to identify a research training event within Cardiff Met which will provide the relevant tuition. This will normally be one or more of the elective research training events run:

- During Cardiff Met's Research Skills week (Monday – Wednesday in the week of Good Friday):
- By individual Schools within Cardiff Met; further details available from Cardiff Met's research website or HR Staff Development: staffdevelopment@cardiffmet.ac.uk; https://tsr.cardiffmet.ac.uk/Units/HR/Pages/Staff-Development.aspx http://www.cardiffmet.ac.uk/about/Pages/Human-Resources.aspx
- By Vitae, the UK research development organization (but there will be a cost attached to their sessions) http://www.vitae.ac.uk/.

8. Stress

Be Realistic

Nobody finds a PhD easy and nobody finds research writing easy, don't believe anyone who claims their PhD was a breeze. I asked my supervisor what it was like to finish a PhD, (I imagined fireworks and parties). He said, "It is like waking up one morning and no longer having toothache."

So design, plan and manage your research carefully and realistically and look after your physical and psychological health and those around you while you work on your research – don't be fixated or panic and try keep things in proportion!

A PhD should not be treated as your *magnum opus*, it is merely a research training programme which allows you (a) to make a novel contribution to knowledge in your chosen field, and (b) to acquire, and be able to demonstrate the acquisition of, key research skills. It is just the first step towards a longer research career.

This is always worth a look http://phdcomics.com

Choose the right method

A range of research methods is available to you as a researcher. These methods will be qualitative (information in the form of words, pictures, and objects, involving literature searches, synthesis, argument and interpretation) and quantitative (data in the form of numbers and statistics, involving surveys, questionnaires and precise measurement).

The initial Research Training year will give you time to identify a strategy from the research methods appropriate to art and design research. It will help you to identify which methods are the most appropriate for your research topic; how the various methods support or interact with one another.

It will also help you to ensure an even and realistic workload during your research programme. In the case of practice-based research, you will learn about the availability of workshops and other technical facilities.

Keep in touch with your Supervision

Your supervisors will be the first point of contact throughout your research. It is vital that you are open and honest with them and communicate if your are

struggling or have some external family or professional concern which is making your studies difficult.

Stay calm and focussed for your Annual Review

Each year of the PhD (including the initial Research Training Year) culminates in a formal review of your research progress.

This review will comprise a research presentation to academic colleagues and your peers and a viva-voce event with your Research supervisors and an additional research colleague who is not directly involved in your research.

There will be different expectations for each year of study and the review will be conducted on a peer-to-peer basis as a supportive event. It is recognised that you will make mistakes or not have the experience of doctoral research. After all if you already know what to do why would you be studying? You won't not be interrogated or humiliated, but the reviewers will be honest and open with you if they think you are not making progress. There is absolutely no shame in stopping a research and exiting your studies with an MRes or MPhil, you will have the respect of everyone just for attempting the research and you can always try again at a later date.

Don't have nightmares about your final Viva

Your PhD Research Examination Viva can seem like a forbidding event. Though it is certainly important, by the time you arrive at that point you will be the expert in your research and it will not seem so intimidating. Keep it in mind and discuss your concerns with your supervisors. No worthy examiner sets out to catch out or fail a PhD candidate in a final viva especially when it is evident that they have put substantial work into their research. They may recommend additions, deductions or changes to your thesis. Students who fail completely at their final PhD Examination have often ignored advice, worked alone or have attempted to cheat.

Welfare

Many mature students encounter external concerns around family members or their professional life. Be kind to yourself. If things get difficult don't struggle alone.

Ask for help from the University Student Services teams. They can offer confidential and expert advice and support around issues of finance, housing and health and can be contacted via this link:

http://www.cardiffmet.ac.uk/study/studentservices/Pages/default.aspx

Work comfortably

Think how you are comfortable studying and be realistic. Do you really need to be locked away in an isolated room or would you actually be more comfortable and productive working in cafes and coffee bars, or on the sofa among your family? Do you work best in the early hours of the morning or late into the night? Does music help you concentrate, or does it hinder you? There is no hard and fast rule, we are all different. Everyone will happily tell you what they did or are doing on their PhD but don’t expect their advice to necessarily work for you.

9.
CSAD research ethics

All Universities are signatories to an International Code of University Research Ethics. You are strictly bound by those codes which can have legal weight. Ignoring ethics can hold up your research, have your research disallowed or can even result in criminal prosecution.

All research involving participants of any kind (including family members and friends) requires ethical approval. Work involving animals or human DNA needs special approval.

You should read section 10 of the Research Students Handbook in the Cardiff Met PRH.

University ethics laws are not the same as those that apply to family life, TV or journalism What might seem to be quite benign activities can be problematic. In all cases **check first before you act.**

You have a legal obligation to abide fully with the laws set out in the

- **UK Data Protection Act 2018**
- **UK Human Tissue Act 2004**
- **UK Scientific Procedures Act 1986**

Please not that CardiffMet does not hold an animal experimentation licence.

You will need to take extra care with your research if it involves vulnerable people. This can include homeless people, sex workers, prisoners, adults with certain cognitive disorders and dementia and also children.

You are always expected and obliged to

- Take full account of the risks to others, to yourself and to the reputation of the School and University.
- To be honest and transparent and to treat other people fairly and with respect;
- To consider the impact of your research on the people or animals taking part in it, and to consider the impact which the research will have on society.

You will be asked to indicate what consideration has been given (a) to the ethical implications of your research, and (b) to the mechanisms for approval, which have been employed.

Ethics forms and guidance can be found on the Cardiff Met website http://www.cardiffmet.ac.uk/research/Pages/Research-Ethics.aspx.

10. Research degree supervision

This is your research and you will be entirely responsible for its progress. However, at all stages you will be supported and advised by a team of experienced Research Degree academic colleagues. This team will comprise a Director of studies plus either one or two supervisors. You can also elect to nominate one or two external 'advisors' these are usually professional experts who are not academic colleagues.

Academic colleagues are only approved to be a recognised 'Director of Studies' and 'Supervisor' once they meet strict criteria based on supervisory experience and research expertise. They will be the first point of contact throughout your research.

The respective roles and responsibilities of research students and their supervisor are set out in detail in sections 2 and 3 of the Research Students Handbook in Cardiff Met's PRH. It is important that you read and understand everything covered in these sections, as a part of your induction and also as a way of refreshing your memory at key points in your studies, for example, when preparing for annual reviews and presentations.

Tutorials with your Director of Studies and supervisors are vital to the development of your research and to your research training. Alongside any formal research training undertaken, tutorials are the principal means by which your research is shaped and informed by relevant expertise within the university. Tutorials provide guidance and feedback on your development as a researcher and the effective conduct of your research degree project. What is discussed in them will change as you progress through your studies, but the kinds of topic covered are listed below in section 10.2. Responsibility for requesting and scheduling tutorials is shared between you and your supervisory team.

The Cardiff Met PRH refers to tutorials in terms of formal and informal meetings in section 6.2 of the Handbook: 'formal' refers to meetings with the entire supervisory team; 'informal' denotes meetings with one or more members of the supervisory team. CSAD also adheres to this distinction but, instead of 'meetings', uses the terms 'formal' and 'informal tutorials'.

Informal tutorials with at least one of member of the supervisory team should be held regularly. It should be noted that informal tutorials, while informal, are nevertheless important occasions for discussing and planning your research, and should be recorded in writing. They cover all aspects of your research programme, as listed below in section 10.2. They are often held more frequently at the early stages of the programme, especially during the

period when the research proposal is being drafted. Dates for these tutorials are agreed between supervisor/s and students.

Formal tutorials, *with all members of the supervisory team present,* are held at least:

- every 3 months with full-time students, and
- every 6 months with part-time students.

Formal tutorials review achievements, progress, skills acquisition, and establish objectives for the next period of research. The are scheduled by arrangement between you and your Director of Studies.

A written record of each scheduled tutorial, formal and informal, should be kept by you as part of your PDP, and kept on PhD manager.

Preparation for tutorials is essential to make you recognize what you have achieved since the last tutorial, what perhaps has not been achieved (for whatever reason), and generally to make you familiar with the topics and actions that are to be discussed. You are expected to undertake all of the preparation necessary for tutorials, including a summary of the progress made since the last tutorial, an account of how the actions agreed have been carried out, and a list of points or issues you wish to raise at the tutorial. Such preparation can also serve as the basis for the tutorial record.

11. Peer review

What is peer review?

Peer review is a fundamental part of research. It is the process whereby the quality of a piece of research by an individual or team is assessed by other researchers working in the field. It is the process that decides whether methods have been followed sufficiently and the argument is strong enough for the research to be published as a contribution to knowledge. It is peer review which evaluates whether the proposed methods and research design are likely to lead to a contribution to knowledge.

Peer review occurs when:

- Research is presented at a symposium or conference
- An article is been considered for publication in a journal or book proposal is being considered by a publisher
- An artwork is being considered for inclusion in an exhibition
- A funding application is considered by a research council

Requests for revision are made to ensure that what you have done meets criteria of clarity and rigour that apply to research internationally. If a request for revision is made, it is usually the case that what might appear clear and rigorous to you and your team has not been made apparent to colleagues outside the team. These requests are not about administrative technicalities but about helping you to improve your work, and demonstrating how to approach your work from a critical perspective.

Requests for revision can be demoralising for students and supervisors. Some might view the requests as indications that what was submitted was not good enough. **But it is important not to take these outcomes personally.**

Peer review is the gatekeeper of knowledge and the quality of knowledge. In responding to the request for revision, you might be having to exercise and to develop key research skills – critical writing, reflection, design – so that, as a result, not only do you produce a clearer, more rigorous document, but you gain experience in research practice that you might otherwise have been denied. Such revision episodes are also perfect material for PDP reflection.

As a research student, you will encounter some or all of these sooner or later.

Peer Review in your PhD

Peer review is built into your research degree programme. In your PhD peer review is provided by your fellow doctoral students and academic colleagues, external examiners and the various research committees who review your progression. It occurs formally on the following occasions:

The **PhD Progress Review** which takes place six months of the way through your Research Training Year. Peer review here is intended to engage you in a frank and realistic assessment of your own progress.

The **Annual PhD Research Presentation** to your peers and academic colleagues. Peer review here determines whether you can clearly explain where your research has got to so far and whether you are clear on how your future work will make a contribution to knowledge.

Your **Annual PhD Progress Review**, where your supervisory team and an academic colleague not immediately involved in your research review your work over the year, identify and evaluate the progress you have made, and identify your objectives for the coming year. Peer review here determines whether you can progress to continue towards the Final Doctoral Examination or move to exit with an Master of Philosophy and is intended to engage you in a frank and realistic assessment of your own progress.

The **Final Doctoral Examination**. Peer review here determines whether your thesis has got you to the point where you can be awarded the title of Master of Philosophy or Doctor of Philosophy.

The Annual Research Seminar presentation

The annual Research Seminar presentation is a formal part of the academic peer-review process. It is a condition of your progress that you present your research at the annual research progress event each year to research colleagues and peers.

The annual research progress event is intellectually generous and supportive it is not supposed to be frightening and wont set out to humiliate or belittle your research. And there is a free buffet lunch!

The event is designed to help you prepare for the APE. It will help you because:

- The requirement to present your ideas to others obliges you to be clear on background and context, and to have the key arguments worked out:
- It is an opportunity to gain experience in structuring ideas and arguments:
- It is an opportunity to gain experience in public speaking, and responding to questions:
- Questions from research colleague and peers will raise issues you might not otherwise have considered and that, once addressed, help to reinforce your thesis.

Preparation for the seminar, including the focus for the presentation and regard to who the audience should be discussed with your supervisory team.

In addition, the School organises a series of regular research seminars given by CSAD staff and guest speakers as part of its taught Masters programme, to which all research degree students are encouraged to attend and to contribute. They provide an excellent opportunity for staff and students to share their research and practise their presentation skills. At the beginning of each academic year, a programme of seminars will be published on the School web-site.

Make sure you bring a dongle to connect your laptop to a data projector and bring your research presentation on a USB drive!

Annual PhD Progress Review

The **Annual PhD Progress Review** either approves you to continue or asks for revisions. It is possible that this will happen to you during your research studies. Progression is dependant **only** you're your research studies progress is judged to be consistently satisfactory and the contribution to knowledge has been clearly articulated. The request for revision occurs more frequently, for example, the examiners might ask for greater clarity.

More information about the Annual PhD Progress Review is detailed in the following section.

12.
Annual Progress Review

Each year of your PhD (including the initial Research Training Year) culminates in a formal review of your research progress.

This review will comprise a research presentation to academic colleagues and your peers and a viva-voce event with your Research supervisors and an additional research colleague who is not directly involved in your research.

At this event you will set out a document that discusses how your research and research question is changing by:

- Setting out and discussing what you have achieved over the past year and how your research has developed.
- Setting out and discussing what you have not achieved that you expected to achieve and discuss why that happened.
- Setting out and discussing what you expect to achieve in the forthcoming year.

At the conclusion of the review, a recommendation will be made to the School's Research Degree Committee that you either continue with your research or a recommendation is made that you should not be allowed to continue. If a recommendation is made that you should not be allowed to continue you will have the option to either resubmit for review or to work towards concluding your research by exiting with an MPhil.

The Annual Progress Review (APR) is the most important and beneficial moments in your studies. It usually involves the submission of a research review which can also be used for submission to a journal or conference for publication and peer review and also a peer reviewed presentation. In your PhD you will be expected to critically assess a wide body of literature and practice, to apply several research methods simultaneously, and to identify and evaluate what is novel and significant in all of this.

The Annual PhD Progress Review can seem like a frightening prospect. But this event is intended to help you focus and to provide you with the reassurance that your research is progressing satisfactorily towards a doctorate.

Final Examination Viva

Your PhD will conclude with a Research Examination Viva. This event will be Chaired by a Research Colleague and your research will be examined by at least two examiners all of whom will be independent from your supervisory team. At least one of the examiners will be from another University or Research Institution. You will be expected to explain and defend your research and to convince the examiners that you are worthy of a Doctorate.

13.

PhD Structure

Year 1 (Normal entry point)

○ Induction	October
○ Research training review *Thereafter reviewed annually*	*October*
○ CSAD Research Training	*October – April*
○ Formal research Progress Review *Informal reviews will occur throughout The research training year.*	*April*
○ End of year Annual Research Presentation	*September*
○ End of year Annual Progress Review *The Annual Progress Exam viva must be passed to enable progression into year two.*	*September*

Year 2 (Entry point for students holding an MRes or equiv.)

○ End of year Annual Research Presentation	*September*
○ End of year Annual Progress Review *The Annual Progress Exam viva must be passed to enable progression into year three.*	*September*

Year 3

○ End of year Annual Research Presentation	*September*
○ End of year Annual Progress Review *The Annual Progress Exam viva must be passed to enable progression into year four.*	*September*

Year 4

- Doctoral Examination
  Normally within 3 months of end of year.

14

Research degrees website

CSAD Research homepage

http://www.cardiffmet.ac.uk/artanddesign/research-enterprise/Pages/default.aspx

From this page you will be able to access the School's research degrees website, starting at

http://www.cardiffmet.ac.uk/artanddesign/researchdegrees/Pages/default.aspx

CSAD homepage

http://csad.online/

As well as providing information for potential research degree applicants, this site is also a principal source of news about what's happening in CSAD.

Each research student also has a profile page. Once you have settled in, you will be asked to provide the Research Coordinator with a profile in a specified format to put on the web. These profiles can be updated regularly as your research interests and activities develop. Don't forget to review your profile and update when appropriate.

15.
Get involved

Expressions of interest are sought annually for the roles of full-time and part-time student representative on the School and University research degree committees.

The roles provide insight into the running of research degrees, are an opportunity for getting to know other students in the School or University (you'll be representing them and feeding back to them), and provide valuable organisational experience for the CV. There are also opportunities for taking on initiatives which can have a real impact on the research student experience – another CV plus.

Each committee meets up to five times per academic year, with each meeting lasting 1.5 – 2 hours, plus some preparatory reading.

If you are interested in putting your name forward as a student representative for one of the committees, please wait until the role is advertised and then email the Cardiff School of Art & Design Academic Lead of Graduate Studies at csadresdegrees@cardiffmet.ac.uk.

Roles are usually confirmed around August – October each year, but expressions of interest are welcome at any time.

16.
Research environment fund

CSAD's Research Degrees Sub-Committee has put aside a small amount of money for each new self-funded full-time PhD or Professional Doctorate student to support their studies. This fund is up to maximum of £300.00. This money can be spent on any research-related item, e.g. conference travel, conference accommodation, practice materials or a notebook computer for example. We are sorry we cannot offer this money to students who are funded by a research project or an employer.

You may bid for this money during the first year of your research by emailing the Research Degrees administrator.

All you need do is complete a 'Research Degrees Support - Small Awards Request' form (available from the CSAD Research Admin) and say (a) what you want to spend your money on (please be as detailed as possible) and (b) how much money you need. Your bid will be reviewed and a decision made very quickly.

Please note:

- If you buy a notebook computer or put the money towards a rather more expensive laptop, this item will be your property and will not belong to the University or be covered by its warranties.

- This fund is available to all new full-time PhD students. However, if your research project is funded we would normally expect that funding to have been constructed to include any specialist equipment or materials associated with your research.

17. Format of your thesis

Full details of the format, binding and submission of your thesis are given in the Regulations section of the Cardiff Met PRH. The following sections give additional guidelines for art and design practice-based research programmes.

Documentation of practice-based research

If the art or design research is practice-based, then the practice works should be documented in the thesis document through clear and focused colour photographs and/or video recorded on a suitable data storage device which works with both Mac and PC and included in an envelope glued to the inside back cover of the thesis.

Clear and focused colour photographs of a student's art or design practice-based research should also be included in the thesis as illustrations of principal works and stages of a making process, and as illustrations of any aspects which are of particular significance and the subject of discussion in the text of the thesis. The minimum size of photographs is 60mm x 100mm. Students must in all cases ensure that material is capable of being photocopied. Copies produced by xerographic or comparable permanent processes are acceptable.

Colour reproductions of works by other artists and designers

Colour illustrations of works by other artists and designers should also be included, if these works are relevant to the research programme.

Diagrams and sketches

Diagrams and sketches shall be in black ink; unnecessary detail should be omitted and the scale should be such that the minimum space between lines is not less than 1mm. Colour graphics for charts, diagrams etc., and colour photographs may be used but students must in all cases ensure that material is capable of being photocopied. Copies produced by xerographic or comparable permanent processes are acceptable.

Numbering and titling of images

All images included in the thesis – photographs of the student's art and design practice, reproductions of other works, diagrams and sketches – must be numbered and titled. Numbers should be consecutive, taking the form either of 1, 2, 3, … or 1.1, 1.2, 1.3, 2.1, 2.2, … using the form chapter number, image number. The advantages of the latter approach are that images can be easily identified with chapters, and that an image included at

a late stage, say, in chapter 2 does not require all images after chapter 2 to be renumbered.

In all cases, the image number must be included by the word ‘Figure’. The titling of the image should use the same typeface as in the main text, and may be 1pt or 2pts smaller. For example, if the main thesis text is using 11pt Arial, the image titling might use 9pt Arial:

Figure 6. Graph depicting the relation between…

Figure 2.4. Detail of graphite lines on the surface of the canvas.

Titles for the reproductions of work by other artists and/or designers should include: name of artist/designer, title of work <u>underlined</u> or *in italics* (year of completion). Medium of the work. The name of the owner or copyright holder. For example:

Figure 3.10. Richard Deacon, *Red Sea Crossing* (2003). Oak and stainless steel. Lisson Gallery.

Location of images in thesis

Images should be located in the thesis either (i) as near as possible to the relevant discussion in the text, or (ii) as a series of illustrations at the back of the thesis, whichever is deemed most appropriate by the student and the supervisory team.

Other non-written material

Students may submit material not bound with the thesis if such material constitutes the most appropriate method of presenting the information concerned. Such material might include diagrams, maps and similar documents, or other material such as audio or video recordings, slides, films, etc. A list of such separate items must be provided in the thesis.

Any material of this type shall be enclosed in a container which is suitable for storage on a library shelf and which bears the same information as that required on the spine of the thesis, so placed as to be readily legible when the container is in its stored position. Electronic documents of such material can also be submitted to Cardiff Met’s online repository, along with an electronic version of your thesis.

18.
University Library

As well as a good collection of art and design books, catalogues, and journals, Cardiff Met Library as an extensive database of electronic bibliographies and sources, with some material that can be delivered direct to your desktop.

A large part of the research process involves tracking down specialised, peer-reviewed articles, so familiarity with the academic search methods made available by the electronic library is essential. The university's electronic library is called Metsearch, accessible directly from your on-screen Student Portal, and is arguably one of the most valuable resources available to you within the university. It contains a wide range of research resources, including a direct-to-your-desktop article search facility. In terms of the identification and delivery of relevant, peer-reviewed publications, these resources far exceed generic search engines.

The material you identify here will be more objective than the lists thrown up by Google searches because library databases only contain peer-reviewed sources making acknowledged contributions to your subject research assessed for its rigour and objectivity by other practitioners or scholars in the field.

To obtain an induction to the library, please request an appointment with one of the librarians, who can be reached at llandafflibrary@cardiffmet.ac.uk, tel. 029 2041 6244. Alternatively, request an appointment at Llandaff Library reception. Bear in mind that the start of the autumn term can be very busy for the library, as they are running library inductions for undergraduate and taught postgraduates.

To get the most out of the library Induction, you are advised to come to the session with search criteria in the form of key questions, concepts or names on which you wish to find reading or visual material. At the end of the session, you should have some leads relevant to your project on which you can start your research work, and which will help you prepare for your Research Training seminars.

The Library and Information Services site, with online guides, is here: https://tsr.cardiffmet.ac.uk/learning/Library/eleclib/Pages/default.aspx

19.
CSAD IT policy and facilities

Electronic Communications Policy

NOTE: It is extremely important that you read, understand and comply with Cardiff Met's Electronic Communications Policy. This can be found at http://study.cardiffmet.ac.uk/IT/Pages/Home2.aspx

It is School policy that you do not use anyone else's personal user account without their explicit permission, and that you do not give anyone else your user ID and password, and that you do not allow anyone else from outside the School to use the computer which you have been allocated.

You are expected to provide your own laptop computer and we do not provide students with a personal computer. (PCs and Macs are available in the Llandaff campus learning centres available from 9am to 9pm during the week, and also in the School of Art & Design).

Computers in the Library and Learning Centres are for use by any Cardiff Met student or member of staff. Please make sure that you abide by the IT Regulations.

Email

On your proof of enrolment, you will find your email address. It is stated clearly in Cardiff Met's Academic Handbook that communications to and from Cardiff Met students must be directed through your Cardiff Met email address. All official communications by email both at School and Cardiff Met level will be conducted through your student email account.

As a research student, you are also eligible to request an Academic Associate profile, which will give you improved IT access, a staff ID card, and a named email address (as opposed to a number). To set up an Academic Associate profile, contact the Research Coordinator.

It is your responsibility to check your email inbox regularly. You can connect to your Cardiff Met email from any computer in the world by going either via the Student Portal for your student email account
https://tsr.cardiffmet.ac.uk/pages/student.aspx
or preferably the Staff Portal for your Academic Associate account
https://tsr.cardiffmet.ac.uk/pages/staff.aspx
You will be asked for your user id and password.

It is Cardiff Met policy that all communications with others on Cardiff Met business, including fellow students are done using your official student e-

mail. Please *do not* use personal e-mail addresses such as hotmail or yahoo for sending messages to your supervisor or on any official university business.

Your Cardiff Met email account closes at the end of your research programme. This will be after your viva, once your final, approved thesis with corrections, has been submitted and you have received written confirmation from Cardiff Met of your qualification.

IT Training and Help

IT training in a variety of packages is available for all students. On the Student Home Page, called The Student Room (TSR), you will see a link to IT Information, https://tsr.cardiffmet.ac.uk/Learning/IT/Pages/Home.aspx.

On this website you will find an online student IT induction, IT courses which you can book onto, and a description of what support is provided through the Learning Resource Centre.

The IT Helpdesk can be reached:

internally by dialling 7000
externally by dialling 029 2041 7000
by email at ithelpdesk@cardiffmet.ac.uk

20.

Accommodation, facilities and resources

Access to buildings

The University campus is open:

Monday–Friday	6.00 a.m. – midnight
Saturday and Sunday	9.00 a.m. – 5.00 p.m.

To access the building outside of normal operating hours, you must carry your staff ID card. You can obtain a staff ID card by setting up an Academic Associate profile.

In all circumstances and at all times, you must take into full account of the following points:

- It is essential that you use the facilities according to your project's agreed plan of work (see section 7, Designing, planning and managing your research project, above) to ensure that you have access to the necessary facilities for the time you require

- If the need arises for you to have access to facilities, advice and guidance outside the agreed arrangements e.g. in another subject area, you must have this agreed *beforehand* by one of your supervisors or a member of staff you work with on a day to day basis

- The CSAD health and safety policies and procedures of the subject area in which you are based apply to you at all times. Attention is drawn in particular to the way in which individuals, when totally absorbed in a process or when pressed for time, can sometimes forget that their actions (or lack of action) may endanger themselves and others

- You will invariably share the working environment with fellow research students, and other students. It is essential that you are sensitive to others at all time. Don't ever assume your ways of working will be acceptable to others, for example, working in or leaving around clutter and piles of junk, being noisy, or displaying a lack of attention to personal hygiene can be offensive, and is unacceptable. Please be culturally sensitive and respectful to people who do not share your views, religion, sexuality or gender identity.

  Failure to fully adhere to the points about may result in the removal of your access to some or all of the facilities described above. This may seriously jeopardise the success of your research programme.

21. Consumables

Purchasing consumables

Purchases of any kind related to your research are entirely your responsibility. You can of course bid from your Research Environment Fund (See section 17), or items must be purchased from your studio/bench fee.

In exceptional circumstance, it may be possible to request funding from the research degree budget. This must be agreed and supported by your Director of Studies. There will need to be discussion over the importance of the item for your research, and the account from which payment is made. Only then should you email the request to the CSAD Research Coordinator who will seek authorisation from the Cardiff School of Art & Design Academic Lead of Graduate Studies and process the order if authorisation is granted.

All purchases must be approved by the School BEFORE placing them. Please do not make a purchase and then expect to have it retrospectively approved – it will not be approved!

Photocopying

Your student ID card is also your photocopying card. The system allows you to use any photocopier at Cardiff Met on any site. As a CSAD research student, you receive a photocopy allowance each academic year which is accredited to your Academic Associate ID card:
Full-time students receive 500 A4 black and white photocopies
Part-time students receive 250 A4 black and white photocopies.

If your photocopying requirements exceed your allowance, you will normally be expected to pay for these extra copies. If there is a specific research-related reason for exceeding your allowance, you should contact your Director of Studies. However, Cardiff Met and the School are committed to sustainability of resources and reducing environmental impact, and encourage staff and students to reduce the amount of paper used through unnecessary photocopying.

Use of University and CSAD Stationery

Cardiff Met/CSAD stationery can only be used with the permission of your Director of Studies. The document which is to be printed on Cardiff Met/CSAD stationery should be emailed for printing either to your Director of Studies or to the School's Research Coordinator. The latter can only print your document once they have received approval from your Director of Studies.

22. Contact Details

Contact details for CSAD staff with responsibility for the Research Degree Programme

Below is a list of the names and contact details of the CSAD staff who have responsibility for the School's research degree programme. Their various roles are described in section 3 of this SRG.

Dean of School:
Professor Olwen Moseley
Email: omoseley@cardiffmet.ac.uk

Director of Research:
Professor Gareth Loudon
Email: gloudon@cardiffmet.ac.uk

Academic Lead of Graduate Studies:
Dr Stephen Thompson
Email: sthompson@cardiffmet.ac.uk

Ethics
Dr Stephen Thompson
Informal advice Email: sthompson@cardiffmet.ac.uk
Ethics Submission csadresethics@cardiffmet.ac.uk

Research Degrees Administrator:
Debbie Alsop
Tel direct dial: 029 2041 6291
Email: csadresdegrees@cardiffmet.ac.uk

Technical Resources Manager
Martin Williams
Email mpwilliams@cardiffmet.ac.uk