

# Student Handbook 2016/17

## Contents

Welcome to the SWDTC and Key Contacts .....	3
Studentship Fees and Stipend .....	4
Use of the Research Training Support Grant (RTSG) .....	5
SWDTC Student facilities .....	7
Research and Skills Training .....	9
Applying to Study Modules at Partner Institutions with the SWDTC (Interdisciplinary Students)	11
SWDTC Placement Scheme.....	12
Additional Guidelines for Interdisciplinary Students .....	13
University Regulations .....	14

This handbook aims to provide a general introduction to the South West Doctoral Training Centre (SWDTC). It should be used in conjunction with your own Programme Handbook and the ESRC Postgraduate Funding Guide available at <http://www.esrc.ac.uk/funding-and-guidance/postgraduates/esrc-students/index.aspx>

For detailed information on your specific course, please also refer to your Department Handbook and/or websites.

## Welcome to the SWDTC

The Universities of Bath, Bristol and Exeter created the South West Doctoral Training Centre (SWDTC) in 2011. The SWDTC's core purpose is to support our social science postgraduate and academic communities with training, development opportunities, placements, internships and collaborative activities and funding. Whilst it is always worth keeping an eye on the SWDTC website for all the latest on training and funding opportunities ([www.swdtk.ac.uk](http://www.swdtk.ac.uk)) this handbook is designed as a one-stop guide to the financial and practical information you might need to make the most of your time with the SWDTC.

The SWDTC is funded by the ESRC, and allocated 41 studentships annually. The SWDTC policy and procedures for funded students are governed and stipulated by ESRC guidelines. You can read more about these at:

<http://www.esrc.ac.uk/funding-and-guidance/postgraduates/esrc-students/index.aspx>

## SWDTC Governance Structure

The SWDTC has a **Management Board**, which has overall strategic responsibility for the DTC and meets quarterly. Full membership of the Board can be found at:

<http://www.swdtk.ac.uk/about/swdtkmanagementboard/>

The SWDTC also has an **Academic Advisory Board (AAB)**, which manages the partnership between the three institutions, as well as the development and implementation of academic programmes. Student representatives attend the AAB, which meets every six weeks. Membership of the AAB can be found at:

<http://www.swdtk.ac.uk/about/swdtkacademicadvisoryboard/>

## Key Contacts

The SWDTC central team will be happy to help you and answer any questions you might have regarding funding and allowances, placements, collaboration opportunities, and SWDTC events and advanced training.

The SWDTC team are:

Professor Sally Barnes – Director – [sally.barnes@bristol.ac.uk](mailto:sally.barnes@bristol.ac.uk)

Sonja Ho – Manager – [Sonja.Ho@bristol.ac.uk](mailto:Sonja.Ho@bristol.ac.uk)

Rob Keegan – Collaboration Facilitator – [Rob.Keegan@bristol.ac.uk](mailto:Rob.Keegan@bristol.ac.uk)

Joanna Williams – Administrator – [Joanna.Williams@bristol.ac.uk](mailto:Joanna.Williams@bristol.ac.uk)

The SWDTC has 7 student representatives. The reps are recruited from an open call for volunteers. The reps attend Academic Advisory Board (AAB) meetings so please inform them if you have any issues you would like raised. The reps for 2016/17 can be found on the SWDTC website at

<http://www.swdtk.ac.uk/about/studentreps/>

We will always do our very best to help you with any questions you might have about the SWDTC, but please note for academic or pastoral issues, you should liaise with your supervisor in the first instance.

Please contact [Joanna.williams@bristol.ac.uk](mailto:Joanna.williams@bristol.ac.uk) if you have suggestions for additions to the handbook or to notify of broken links.

## Studentship Fees and Stipend (2016/17)

All studentships registered at an ESRC Doctoral Training Centre (DTC) from October 2016 will be eligible to receive the following:

### Basic Studentships Award

- Standard maintenance: £14,296\*
- Research Training Support Grant (RTSG): Further information in the next section of this handbook
- Overseas fieldwork\*\*

The ESRC will cover fees to the value of the standard home fee of £4,052 per annum. For overseas fees paying students undertaking AQM and Economics programmes, any remaining fees will be covered by the institution.

\*The standard maintenance award is not applicable to EU students.

\*\*Overseas fieldwork is only available for agreed specified periods of overseas fieldwork. The cost of overseas fieldwork is based on a notional amount per student. The actual allocation of funds towards fieldwork is at the DTC's discretion and the ESRC will not normally supplement this amount for additional costs. You can find the Overseas Fieldwork Application Form on the [SWDTC website](#).

### AQM and Economics Pathway Fees and Enhancements

Students registered on the AQM and Economics pathway will receive the following enhancements.

- Standard maintenance award of £14,296 plus an additional enhancement of £3,000
- Research Training Support Grant (RTSG)

### Other Funding Issues: Sickness, Maternity and Paternity Leave etc.

If you require further information about maternity, paternity or sickness leave, or any other change of status, that may have implications for your grant or award, please see:

<http://www.esrc.ac.uk/funding-and-guidance/postgraduates/esrc-students/index.aspx>

### Disabled Student's Allowance

If you have a disability which means that you incur additional expenditure in connection with your studies, then you may be eligible for an allowance. The allowance can cover costs such as daily expenses and equipment (photocopying and consumables to be claimed through your RTSG), and for non-medical helpers such as support workers, specialist tutors, library assistance and note-takers. The amount of each allowance is not fixed and is determined according to the individual needs of each student. Please discuss your additional support needs with your home institution in the first instance and let the Disability Officer know that you are ESRC funded. The SWDTC ESRC grant reference is ES/J50015X/1.

**Bath:** <http://www.bath.ac.uk/study/ug/services-for-students/disability-advice/index.html>

**Bristol:** <http://www.bristol.ac.uk/disability-services/>

**Exeter:** <http://www.exeter.ac.uk/accessability/>

### Guidance on the Use of the Research Training Support Grant (RTSG)

#### What is it?

The ESRC provides funding via the SWDTC for award-holders to receive a Research Training Support Grant (RTSG). This allowance is to pay for research-related expenses identified by the student, supervisor or department.

#### What costs does it cover?

There is some flexibility in how the grants can be used. Examples of acceptable costs include:

- UK fieldwork expenses
- UK, EU and overseas conferences and summer schools
- Language training courses, usually undertaken in the UK prior to an overseas fieldwork trip
- Reimbursement of interpreters, guides, assistants
- Survey costs (e.g. printing, stationery, telephone calls)
- Small equipment purchases (e.g. cameras, tape recorders, films)
- Gifts for local informants
- Books and other reading material not available through libraries
- Interdisciplinary students may claim back the cost of travelling to a supervisory meeting held away from their home institution

#### What costs are not covered?

Significant costs for equipment or laptops will not normally be considered as part of your RTSG.

#### How much is my RTSG allowance?

The way in which the ESRC has allocated the funding for the RTSG has changed. Allowances and rules are applied, as follows:

- Pre-2011 studentship award-holders – Annual Allowance of £750 – Fees only students are not allocated RTSG - Applicable at the +3 stage only – No additional funding is available in the RTSG budget over the lifetime of your award.
- SWDTC 2011 studentship award-holders – Annual Allowance of £750 – Fees only students are not allocated RTSG - Applicable at only +3 stage – No additional funding is available in the RTSG budget over the lifetime of your award.
- SWDTC 2012 to present studentship award-holders – Nominal annual allowance of £750 – Fees only students are allocated an RTSG allowance from the 2012 cohort onwards. Applicable at both the Masters and +3 stages, additional 'top-up' funding up is available and can be requested via the RTSG application form. Only one application can be made over the lifetime of the studentship award.

#### RTSG Key Contacts:

- Michelle Hicks (University of Bath), [m.a.hicks@bath.ac.uk](mailto:m.a.hicks@bath.ac.uk)
- Mia Gilson (University of Bristol), [swdtp-bristol@bristol.ac.uk](mailto:swdtp-bristol@bristol.ac.uk)
- Jenny Andrews (University of Exeter), [swdtp@exeter.ac.uk](mailto:swdtp@exeter.ac.uk)

For further RTSG guidance specific to each institution, please refer to the [Research Training Support Grant \(RTSG\) guidance](#).

The ESRC Funding Guide also includes additional information: <http://www.esrc.ac.uk/funding-and-guidance/postgraduates/esrc-students/index.aspx>

## **Other Funding Forms**

Under certain circumstances, and if relevant or necessary for research, you may be eligible for extra support to, for example, learn a difficult language or to take an institutional visit abroad. All such applications will be considered by the SWDTC Director and Manager. You will need to fill in an application form, and have the support of your supervisor. More information can be found at:

[http://www.swdtk.ac.uk/information\\_for\\_current\\_students/](http://www.swdtk.ac.uk/information_for_current_students/)

## SWDTC Student Facilities

Each participating SWDTC institution (Bath, Bristol, and Exeter) provides facilities for all PGRs. In addition there is a dedicated building for the SWDTC at 1 Priory Rd, University of Bristol, available with hot desks and basic kitchen facilities for all students to use. Students can also make use of the two meeting rooms at the SWDTC office for reading groups, seminars etc. The rooms can be booked via Joanna Williams ([Joanna.Williams@bristol.ac.uk](mailto:Joanna.Williams@bristol.ac.uk)). Both rooms hold around 18 people.

The building is open 9am until just before 10pm, 365 days of the year. It is not a 24 hour access building and entry is via a swipe card. All users of the building must undergo a fire safety induction, and please note that bicycles are not permitted in the building but can be locked in the cycle racks outside.

### University of Bath

The University of Bath offers dedicated postgraduate workspace areas in the library, which is open 24 hours, 365 days of the year. The workspace can be found on the east side of Level 5, L5.07, and has 12 high-spec PCs; you can enter the room using your library card. There are also bookable work rooms on levels 1, 2 and 4 of the library.

The new Graduate Commons on levels 4 And 5 in 10 West is a dedicated space for postgraduate students in all disciplines and includes a variety of individual and group workspaces across nine rooms. <http://www.bath.ac.uk/locations/graduate-commons/>

There are a number of places to eat and drink on the Bath campus; the Claverton Rooms are reserved for postgraduate and staff use only. These are regularly used not just for refreshments, but as informal meeting space.

Bath also hosts a Graduate Centre, which has formal and informal work and meeting spaces, a kitchen and printers and copiers. For more information on opening hours and access, please visit:

<http://www.bath.ac.uk/students/support/learning-resources/gradcentre/>

### University of Exeter

The University of Exeter has postgraduate areas in many departments for study and meetings on the Streatham Campus. At St Luke's there is a modern common room, accessible 24-hours a day, and 7 days a week, which has a kitchen, vending machine and quiet study area. For more information please see <http://www.exeter.ac.uk/doctoralcollege/support/general-info/>

Postgraduates also have access to the newly-refurbished library, which has 24-hour access and wifi availability throughout.

## Site Access

For visiting and accessibility issues for each university, please see the following links:

University of Bath - <http://www.bath.ac.uk/travel-advice/>

University of Bristol - <http://www.bristol.ac.uk/maps/>

University of Exeter - <http://www.exeter.ac.uk/visit/directions/>

## Mature Students and Students who are Parents and Carers

Each institution offers information and support for mature students and students who are parents and carers. Please follow the links below for your institution.

**Bath:** <http://www.bathstudent.com/advice/student-groups/maturestudents/>  
<http://www.bath.ac.uk/students/finance/funding-advice/additional-financial-responsibilities/index.html>  
<http://www.bath.ac.uk/students/finance/funding-advice/managing-money/index.html>

**Bristol:** <http://www.bristol.ac.uk/study/mature/>  
<http://www.bristol.ac.uk/study/parents/student-parents/>

**Exeter:** <http://www.exeter.ac.uk/undergraduate/life/maturestudents/#support>  
<http://www.exeter.ac.uk/newstudents/supportandservices/studentswithfamilies/>  
<https://www.exeterguild.org/societies/EMS/>

## Communications with Students

As well as visiting the Bristol offices, SWDTC students can keep in touch via the following means:

- The SWDTC website ([www.swdtk.ac.uk](http://www.swdtk.ac.uk)) has information on events, workshops, training and current news
- Follow us on Twitter [@SWDTC](https://twitter.com/SWDTC)
- Our monthly e-newsletter

We will use the university e-mail address given to you at registration as our primary means of contact.

## SWDTC Student Conference

The SWDTC Student Conference is an annual event organised by students for students. Open to all postgraduate students at Bath, Bristol and Exeter the event is an ideal opportunity to present your work to peers, to network and to socialise in a supportive environment. The conference is particularly suited to early- stage PhD students who may not have attended or presented at a conference before.

### SWDTC Annual Student Conference 2016

The 2016 annual student conference will be held on 8<sup>th</sup> November in Exeter. The theme for the conference is 'Building Bridges'. The day will include great presentations from both fellow post-graduate students and academics as well as workshops which will focus on how to master the PhD journey, how to work collaboratively with external and internal partners, and where next - post PhD. All contributions will be centred on building bridges in research: bridges to your immediate research environment, bridges to collaborators from other universities, and bridges to industry.

You can find out more about the conference including the conference programme on the SWDTC website at <http://www.swdtk.ac.uk/swdtkstudentconferences/studentconference2016/>



## Library Access

The libraries at Bath, Bristol and Exeter all have informative web pages, containing information about opening times, dedicated PG areas (where relevant) and helpful contacts. Please see:

**Bath:** <http://www.bath.ac.uk/library/>

**Bristol:** <http://www.bristol.ac.uk/library/>

**Exeter:** <http://as.exeter.ac.uk/library/>

The Society of College, National and University Libraries (SCONUL), operates various reciprocal access schemes between a large number of higher education libraries of the UK and Ireland. Bristol, Bath and Exeter universities are members of this scheme.

This scheme allows postgraduate students to borrow material from other SCONUL access member libraries. Students must first register with SCONUL by applying online, and be authorised by their home institution. Both home ID card and SCONUL Access authorisation must be presented on each visit.

### Research and Skills Training

Some students will have to complete MRes 1+3 programme: an integrated Master's programme which precedes a three-year PhD, and which provides core training elements.

The SWDTC also organises a number of training and advanced training sessions for our students. The latest events can be found on the SWDTC website at <http://www.swdtk.ac.uk/events/>

SWDTC students have access to ESRC training and workshops, and advanced training, as well as training through the postgraduate schools at Bath, Bristol and Exeter. Please see below for relevant links.

### Advanced Training and National Centre for Research Methods (NCRM)

NCRM training ranges from master classes in advanced quantitative and qualitative research skills, special lectures, seminars and master classes involving keynote guest speakers from institutions worldwide.

All ESRC DTCs advertise advanced training offerings on the NCRM website. SWDTC PGR students are encouraged to participate in activities run by the wider social science community, and should regularly visit the NCRM website to see what offerings are available. More information can be found at <http://www.ncrm.ac.uk/training/>

AQM courses info can be found at <http://www.bris.ac.uk/cmm/aqm/courses/> and there is a contact address for booking at [FSSL-AQMcourses@bristol.ac.uk](mailto:FSSL-AQMcourses@bristol.ac.uk).

### Skills Training

#### University of Bath

The University of Bath runs a PGSkills programme, aimed at both personal and professional development. These consist of courses and workshops to develop both research and transferrable skills. The core areas covered by the courses are:

- Knowledge and abilities to complete your doctorate
- Engagement, influence and impact
- Career development

For more information on the courses on offer, dates and times, please visit:

<http://www.bath.ac.uk/learningandteaching/rdu/courses/pgskills/>

#### University of Bristol

The Bristol Doctoral College (BDC) is dedicated to supporting the personal and professional development of all postgraduate research students, providing a hub of information and resources to help you get the most out of your time at Bristol.

The BDC organises university-wide events such as the Festival of Postgraduate Research and the Three Minute Thesis Competition specifically designed for researchers to develop communication skills, raise awareness of their work, and meet other researchers from across the University.

Alongside the specialist training you will receive in your own faculty, the BDC oversees the University's central Personal and Professional Development (PPD) programme for postgraduate research students. This includes over 160 interactive workshops, seminars and resources covering everything from 'Planning and Managing your PhD' and 'Writing quality papers' to 'Mindfulness workshops' and 'Developing a social media strategy'.

The full central PPD programme is available on the BDC website: <http://www.bristol.ac.uk/doctoral-college/>

### Skills Training and Review (STaR)

Based on the relationship between a student and their supervisors, STaR is an online system designed to bring together all aspects of postgraduate research, development, and support.

Find out more about the benefits of using STaR at: <http://www.bristol.ac.uk/doctoral-college/star/>

### University of Exeter

The Researcher Development Programme at the University of Exeter is for doctoral and post-doctoral researchers, to enhance the professional skills associated with undertaking higher level research projects. The programme is aimed at assisting students to complete their research project on time, and to progress in their chosen career. The Research Development Team can help you through workshops, courses, careers guidance and funding to help you design your own development programmes.

For more information please visit: <http://as.exeter.ac.uk/rdp/>

### Vitae

Vitae (<http://www.vitae.ac.uk/>) supports the personal, professional and career development of doctoral researchers and research staff in higher education and research institutions, by providing resources, advice, information and fora for individual postgraduate researchers and members of research staff:

- a dedicated researchers' portal with information, news and opportunities
- a programme of national courses and activities
- careers information and advice, including surveys and research
- opportunities to input to national policy developments and initiatives.

### Research Data Management

Research data comprises any materials that are collected or created for the purposes of analysis to generate original results. They can be measurements, images, documents, publications in digital or paper format. Each institution has on-line guidance into research data management, please visit the links below.

**Bath:** <http://www.bath.ac.uk/research/data/>

**Bristol:** <http://data.bris.ac.uk/research/>

**Exeter:** <http://as.exeter.ac.uk/library/resources/rdm/>

### RCUK Open Access Policy

The Research Councils UK (RCUK) open access policy came into force in April 2013. **ESRC-funded researchers are expected to comply with the RCUK open access policy.**

<http://www.rcuk.ac.uk/research/openaccess/>

## Researchfish

All UK Research Councils are keen to collect data showing the impact of their funding – including postgraduate funding. You will be invited to post this in Researchfish – a harmonised Research Council database. If you have any outcomes from your research – collaborations, papers, publications etc. – please post them on [www.researchfish.com](http://www.researchfish.com). You will receive an invitation to this system from ESRC once you are registered.

## **RCUK Open Access Policy**

The Research Councils UK (RCUK) open access policy came into force in April 2013. **ESRC-funded researchers are expected to comply with the RCUK open access policy.**

<http://www.rcuk.ac.uk/research/openaccess/>

### Guidance Notes on Applying to Study Modules at Partner Institutions within the SWDTC

Only students registered on one of the SWDTC Interdisciplinary (ID) MRes programmes at the Universities of Bath, Bristol and Exeter may apply to take a unit/module(s) at one of the partner institutions.

To apply, students must complete the 'Application Form for Students Wishing to take a unit/module(s) at Partner Institutions within the SWDTC' **as soon as possible after registration**. This form is available on the SWDTC website at [http://www.swdtk.ac.uk/information\\_for\\_current\\_students/](http://www.swdtk.ac.uk/information_for_current_students/)

The request must be approved in the first instance by the student's programme director/supervisor and then submitted to the partner university via the SWDTC Manager for consideration. **Due to timetabling constraints, it is strongly recommended that students check the unit/module dates and times to ensure that it is feasible to attend.**

**Bath:** <http://www.bath.ac.uk/catalogues/2016-2017/> and <http://www.bath.ac.uk/timetable/>

**Bristol:** <https://www.bris.ac.uk/timetables/units.html>

**Exeter:** <https://admin.exeter.ac.uk/academic/timetable/tt/2016/module/>

If there are sufficient resources for external applicants to take the unit/module, the partner university will sign and return the form to the SWDTC Manager. The student will then be registered for the module and the relevant unit/module leaders and PGT Offices will be notified.

Students must enrol on 180 – 190 taught credits (90 – 95 ECTS at the University of Bath) for the year. Details of the requirements of the proposed award – what must be taken and where there is choice - are contained in the Programme Specification. These are available online for all SWDTC programmes on the Bath, Bristol and Exeter websites.

## SWDTC Placements

The SWDTC can assist you in arranging a placement. Placements can prove extremely beneficial in terms of developing longer-term contacts and career plans, and we are pleased to be able to offer this support as an integral part of the doctoral training on offer at SWDTC.

Any SWDTC student has the opportunity to undertake a placement if they wish (although it is not compulsory). This placement can be either full-time or part-time, and can range from 1-12 months, to a maximum of 6 months FTE. The student will receive a corresponding extension to their registration, which is equal to the length of the placement.

Although we seek financial support for placements from partner organisations where possible, the SWDTC does offer a Placement Grant for ESRC-funded students. This effectively maintains the normal level of stipend during the placement period. No other costs are covered.

Placement posts will be advertised via e-mails, newsletters and the SWDTC website, or you can work with the Collaboration Facilitator to develop your own bespoke placement. The following schemes are also included in the SWDTC Placement Scheme:

- Research Council Policy Internship Scheme: <http://www.rcuk.ac.uk/skills/policy-internships-scheme/> and <http://www.esrc.ac.uk/funding/funding-opportunities/rcuk-policy-internship-scheme/>
- University of Bristol Internship Scheme: <http://www.bris.ac.uk/careers/uobinterns/index.asp>
- University of Exeter Access to Internship Scheme: <http://www.exeter.ac.uk/careers/internships/access/>

For more information please contact Rob Keegan on [Rob.Keegan@bristol.ac.uk](mailto:Rob.Keegan@bristol.ac.uk) or visit <http://www.swdtk.ac.uk/collaboration/students/>

## **Additional Guidelines for Interdisciplinary Students**

### **Interdisciplinary Pathways**

The SWDTC delivers four Interdisciplinary (ID) Research Pathways. They are:

- Environment, Energy and Resilience
- Global, Political Economy (offered at Bristol and Bath only)
- Health and Wellbeing
- Security, Conflict and Justice

### **Registration Arrangements**

MRes students studying ID Pathways will be registered at all participating Institutions. PhD students studying ID Pathways only need to be registered at a partner institution where the second supervisor is based. Students register at their 'lead' Institution in the first instance and then at the relevant participating institutions. The procedure for registration is slightly different at each institution, but will cover the following:

- Once registration at the student's lead Institution is complete, the relevant registration team liaison will notify the SWDTC Administrator, who will liaise with the registration team(s) at the partner institution(s)
- Once registration at second Institution(s) is complete, the relevant registration teams will email the student(s) with details of how to register online at the second institution. Students will also receive an IT username and password as part of the registration process. Student cards will be posted direct to the student(s).

### **Marking Schemes**

Bristol and Exeter have a 50% pass mark, and Bath has a 40% pass mark so marks are scaled accordingly. Further information can be found in the Procedures for Moderators and Markers of ID Units: <http://www.swdtk.ac.uk/informationforacademiccolleagues/>

### **Additional examination requirements for students on SWDTC Collaborative/Interdisciplinary pathways**

- For each examination, there will be a first internal examiner from the lead university and a second internal examiner from the second university.
- Given the additional internal examiner, students will be required to produce an additional copy of their thesis. No additional SWDTC funding is available to cover this.
- As a point of good practice, when a student is approaching submission, selection of examiners, and a chair, will be discussed by the supervisors with the student.
- Once the examiners have been nominated, the internal examiner (at the lead university) will be responsible for the co-ordination of the viva voce, with support from relevant administrators.
- The viva voce examination will normally be held at the lead university.



## Regulations

The regulations of each lead institution will apply to all ID students. Detail on these can be found by following the links below:

### University of Bath:

- Codes of Practice (in particular QA7) at <http://www.bath.ac.uk/quality/cop/statements.html>
- Regulations (in particular Reg.16) at <http://www.bath.ac.uk/regulations/>

### University of Bristol:

- <http://www.bristol.ac.uk/esu/assessment/codeonline.html>

### University of Exeter:

- <http://as.exeter.ac.uk/support/admin/staff/qualityassuranceandmonitoring/>
- Regulations <http://www.exeter.ac.uk/staff/policies/calendar/part1/>

The institutions will provide students with appropriate learning resources, equipment and facilities specific to the subject areas of study, including:

- borrowing rights at the Library;
- IT access
- membership of the Students' Union/Guild;
- entitlement to use the Sports Facilities;
- access to generic skills training programmes

Any complaints will be dealt with by the lead university in accordance with its regulations. Where the complaint concerns the second university, written notification will be sent promptly to that institution. Ultimate responsibility to resolve complaints will rest with the lead university.

Where individual Modules/Units are taken by students with a party other than the lead university, the mark awarded by the host institution will be accepted by the lead university. Where necessary, the scaling model as agreed by the SWDTC Academic Advisory Board will be used by the lead university to adjust marks where appropriate.

## Registration Liaison Contacts

- Amy Cavanagh (University of Bath), [sreo@bath.ac.uk](mailto:sreo@bath.ac.uk)
- Hannah Quinn (University of Bristol), [fssl-fem@bristol.ac.uk](mailto:fssl-fem@bristol.ac.uk)
- Postgraduate Admin (University of Exeter), [pgadmin@exeter.ac.uk](mailto:pgadmin@exeter.ac.uk)