# Postgraduate Induction (Mandatory Submission 2)

**Discuss the following questions and your responses with your Director of Studies. Submit the completed form to your Director of Studies within one month of initial enrolment (two months if a part-time student). The Director of Studies should email it in turn to the University’s Research Degrees Administrator. (Professional Doctorate Candidates should submit the copy to the designated local member of staff).**

From the outset of your research, you need to understand the aims of your research and you need to be aware of the facilities and services available to you. **Read through the list of statements below and respond (Y)es, (N)o or N/A (not applicable). When you have completed this section, identify any areas that need attention and, with your supervisor, set some targets for yourself. Investigate the facilities provided by the University and/or your own organisation to support your development throughout your research programme.**

Name Date

Subject Department[[1]](#footnote-1)

**Terms and Conditions**

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*Do you understand:*

terms and conditions of your research studentship

your expected or contractual hours of study/attendance

your leave entitlement and leave request procedures

the sickness reporting procedures

impact of: *Code of Practice for Research Students and Supervisors; Research Degree Regulations; Research Degree Quality Assurance Procedures, Guide to Good Practice in Research* (see: [https://www.bolton.ac.uk/join-us/research-programmes/research-policies-and-documents/research-documents/)](https://www.bolton.ac.uk/join-us/research-programmes/research-policies-and-documents/research-documents/%29_)

**Research Aims**

*Do you understand:*

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the general aims of your research projec

the approaches and techniques required to undertake your research

how your project fits into a broader field of research

ethical considerations of your research and their resolution

**Local issues (complete this section whether you are based primarily at the University of Bolton or elsewhere for the purposes of carrying out your research)**

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*Do you know about:*

general security and access arrangements

health and safety policy and practice/accident recording

first aid equipment/contacting qualified first aiders

raising the fire alarm and emergency evacuation procedures

environmental impact of research

safety checks for equipment

key technician, administrative and clerical staff support

training on, and access to, specialised equipment

how to secure provision of materials and equipment

word-processing, photocopying, telephone and post facilities

IT provision, access and training

names and research interests of relevant staff and student colleagues

arrangements for local research seminars and conferences

location of notice-boards, stationery, relevant files, other local facilities

*Do you understand:*

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your supervisory arrangements

specific studio/workshop/laboratory notebook requirements

requirements for writing reports

arrangements for attending/paying for: courses, conferences, expenses, etc

**Academic services (complete the following three sections whether you are based primarily at the University of Bolton or elsewhere for the purposes of carrying out your research)**

**Library and Information Services**

*Do you know about:*

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location and availability of library and information facilities

library procedures - e.g. book loans, library searches

key library staff related to your subject

databases and on-line journals, texts, etc

**IT Services**

*Are you aware of:*

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location and availability of IT facilities

staff specialising in services related to your subject

e-mail and internet facilities

software running on central PCs

**Central University Research Support and Procedures**

*Do you know about:*

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your attendance at and/or engagement with the Postgraduate Research

Student Skills Development Programme

the committees relevant to approval and monitoring of your

research programme

the major procedural milestones in your research progress

how to access important student regulations, policies & procedures (see: <https://www.bolton.ac.uk/join-us/research-programmes/research-policies-and-documents/research-documents/>)

the role of the University’s Research Degrees Administrator

the payment of any tuition fees and/or bursary

**University Campus Services (complete this section if based primarily at the University of Bolton)**

*Are you aware of:*

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car parking arrangements

student services (accommodation, careers, disabilities, finance, welfare)

catering outlets

sports facilities

students’ union

clubs and societies

Identify any areas that need attention and set some targets for yourself.

**The Director of Studies should email the completed Report to the University’s Research Degrees Administrator. (Professional Doctorate Candidates should submit the copy to the designated local member of staff).**

1. Insert the name of one of more of your host Faculty, Institute, School, Centre, Subject Department, Group, Field, Area or Division. [↑](#footnote-ref-1)