UNIVERSITY OF LIVERPOOL

Computer Science

Postgraduate Research Student Handbook

2021/22

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Introduction

A Welcome to New Students from the Departmental Director of Postgraduate Research, Dr Giorgos Christodoulou

Computer Science at the University of Liverpool has a history going back to the 1960s. As the subject grew in importance, the Department of Computer Science was created in 1982, to provide a focus for continued development within the University. Since then the Department has grown and flourished. We now expect to welcome around 280 new undergraduate students including a number from Xi'an Jiaotong Liverpool University (XJTLU) in China, about 50 new postgraduate students, and many others embarking upon various joint degree and research programmes.

Like other University departments, we see ourselves as having a dual role: in research, aimed at developing new knowledge and understanding of the subject of Computer Science, and in teaching and learning, through which we seek to pass on this knowledge and understanding to others. In our University, the two activities are interwoven, and both staff and students participate in both; we see learning as a co-operative process that requires effort from both sides.

It may take you some time, also, to familiarise yourself with the organisation and ways of working of the University and the Department. Don't worry if you find these changes difficult at first; you will not be the only one feeling this way. I am sure that you will soon get used to the new way of life that you find here.

The purpose of this handbook is to give you at least some of the information you will need to help you find your way around the system initially; other parts will be useful for future reference. Please do look through this handbook, so that you know what it contains, and so that you will be able to find the information when you need it.

Finally, if you do encounter problems, with your work or otherwise, please remember that my colleagues and I are all here to help you in any way we can. We all hope that your time at the University of Liverpool will be a happy and rewarding experience for you, and we will do our best to make it so.

I look forward to getting to know you during the coming year.

Introduction

Information about the Department

The Department is a vibrant centre for research and teaching and offers a highly respected range of undergraduate and postgraduate degree programmes. 97% of the Department's research activity was judged as 3* or 4* in the 2014 REF. This was the highest proportion of world-leading or internationally excellent output of any CS department in the UK.

Members of the department are at the forefront of fundamental and applied research in several internationally renowned areas and are closely involved with prominent companies and research organisations worldwide. The University of Liverpool is a Russell Group institution and has one of the largest concentrations of engineering and scientific expertise in the UK. This provides our staff and students with fantastic opportunities and resources.

The Department of Computer Science is part of the School of Electrical Engineering, Electronics and Computer Science. The Department is housed in two buildings. The Ashton Building houses the offices of the academic, technical support and administrative staff and contains a lecture theatre, meeting rooms and the staff and research student common room. In the George Holt Building you can find the technical support staff, academic offices, laboratories and undergraduate and MSc student common room.

Research Groups

Research within the department is focused around two main areas: Algorithms and Artificial Intelligence, each containing a number of more detailed specialities. Details can be found on the following web page: http://intranet.csc.liv.ac.uk/research/

The research groups are as follows:

ALGORITHMS:

Algorithms, Complexity Theory and Optimisation group: http://intranet.csc.liv.ac.uk/research/acto/
Economics and Computation Group (EcCo): http://intranet.csc.liv.ac.uk/research/ecco/
Networks and Distributed Computing Group: http://intranet.csc.liv.ac.uk/research/networks/

ARTIFICIAL INTELLIGENCE:

Argumentation and Representation of Knowledge Group: http://intranet.csc.liv.ac.uk/research/ark/
Data Mining and Machine Learning Group: http://intranet.csc.liv.ac.uk/research/dmml/
Robotics and Autonomous Systems Group: http://intranet.csc.liv.ac.uk/research/robotics/
Verification Group: http://intranet.csc.liv.ac.uk/research/verification/

You are strongly encouraged to join one or more research groups and to attend and participate in research group meetings to contribute to activities in the group.

The Departmental Website for PGR Students is at: ULCS - Research (liv.ac.uk)

Arrival and Registration

Before arriving: You will receive an email asking to you to register online via the Liverpool Life Student web pages. Once logged on please select the 'New Student Registration' tab and ensure all your details are correct. It is at this point you will also need to upload a photograph for your student ID.

Arriving at the University: In order to confirm you have arrived at the University, you will need to confirm your engagement: Confirming your engagement Confirming your engagement- Student Administration - University of Liverpool. To log on you will need your Student ID Number and simply follow the instructions on screen; this will register you with Computer Services and allow you access to the University Computer Network.

Your Student ID Card will be sent to your UK term-time address so please ensure this is always up-to-date: My student ID card My student ID card - Student Administration - University of Liverpool. Your card must be carried on you at all times and will permit you entry to the Library, Sports and Fitness centre, department and allow you to print documents.

Upon arriving at the department, please be aware that you will have to present your original qualification documents for verification. You should make arrangements to do this with the PGR Student Experience Team in the Department.

International Students: If you are an International Student requiring a Visa to study in the UK, in order to comply with UKVI requirements you need to provide some further documentation. When you have collected your visa, please send a photo of the following to visa.collection@liverpool.ac.uk:

- Passport ID page
- Travel Vignette inside your passport with the entry stamp from the airport
- Front and back of your BRP visa

Please be aware that should you fail to register, the University has a responsibility as your immigration sponsor to inform the UK Home Office.

Arriving at the Department: Once you have registered please come to the Student Support Office on the ground floor of the Ashton Building. It is here you will be allocated an office and given swipe card access to the building. Your office key should be signed for upon arrival in the department. You will then meet with your supervisor and be given details of the Postgraduate Induction Events.

Key Contacts

Supervisors

All PhD Students in the Department of Computer Science have at least two supervisors. Usually these are academic staff from the department although occasionally they are from other departments,

universities or industrial partners. The Primary Supervisor is a student's main contact for the duration of their studies.

Each student also has two independent progress assessment panel (IPAP) members. These are involved in the annual assessment of each student's progress. These two members provide feedback and advice with a recommendation to the progress committee following the submission of the annual end of year report and interview.

Student Support Office

Please contact Alison Goodyear or Vicki Collins in the PGR Student Experience Team for day-to-day support, advice and enquiries. They will also be able to help with any issues which you feel are affecting your studies and direct you to further support should you require it. You may also wish to use the Student Support Office on the ground floor Ashton Building which is open Monday – Friday, 9:15am – 4:45pm (except Wednesday afternoon). Alison Goodyear will be based in the Computer Science Departmental office (behind the Student Support Office) on Wednesday, both Alison and Vicki are in the Electrical Engineering and Electronics Student Support Office on the 5th floor of the EEE Building on Tuesday. At other times they can be contacted on the following numbers, email address or via Microsoft Teams.

Email: eeecspgr@liverpool.ac.uk Tel: 0151 795 8492/0151 794 4532

School and Departmental Directors of Postgraduate Research

Dr Giorgos Christodoulou is the Departmental Director of Postgraduate Research, while Dr Ivona Mitrovic is the School Director of Postgraduate Research. They oversee all aspects of postgraduate research in the Department of Computer Science and the School of Electrical Engineering, Electronics and Computer Science, respectively. Giorgos' office is on the third floor of the Ashton Building while Dr Mitrovic is based in the Electrical Engineering and Electronics building. The best way to contact them is via email.

Email: gchristo@liverpol.ac.uk Office: 305
Email: ivona@liverpol.ac.uk Sixth Floor, EEE Building

The Finance Team

The Finance Team are currently working from home. This is who you will need to contact to arrange travel and conference bookings after agreement from your supervisor. The Finance Team also deal with payments for those who act as Graduate Teaching Assistants/Demonstrators.

Email: eeecsfin@liverpool.ac.uk Tel: 0151 795 4299

The PGR Student Team

The PGR Student Team is part of Student Administration Services. They are responsible for the University regulations, policies and procedures for all postgraduate researchers in the University. They also provide administrative support for PhD examinations, the general student record including annual progression of PhD students, suspensions, extensions and research council and grant funded studentships. The Faculty of Science and Engineering has a Link Officer, Ms Lyn Hughes.

Website: LDC Student Experience Team - Student Administration - University of Liverpool

Email: pgrs@liv.ac.uk Contact Number: 0151 795 4698

Liverpool Doctoral College Development Team

The LDC Development Team is responsible for providing development training for PhD students in the university. They also run workshops throughout the year which students are encouraged to attend: https://www.liverpool.ac.uk/pgr-development/

Your PhD Studies

Research Degree

At the University of Liverpool, a PhD involves independent and individual research, undertaken under the guidance of at least two supervisors. PhD study normally lasts for three years full-time research, with an additional fourth year available for completing the writing of a thesis. The minimum registration period is two years and a maximum of four years full-time research. PhD students must also complete the Doctoral Training Programme.

Whilst the research should be the student's own, supervisors will help in defining the scope and direction of the project and suggest material relevant to it. A PhD culminates with writing the results of the research into a thesis. The thesis should be clearly written and well structured, demonstrate an in-depth knowledge of the research area, make an original contribution to learning; clearly indicate the contribution of the thesis and the relationship it has to the work of others in the area. This is (usually) examined by two examiners; one internal and one external. Part of the examination is a viva (an oral examination) where the student discusses and defends their research in front of their examiners.

Supervision for a PhD usually takes the form of regular meetings with your supervisors. The regularity of supervision meetings varies dependent on the stage of research but typically are weekly or every

two weeks and at least one per month. It may also be beneficial to discuss particular aspects of your work with other members of the Department, School or University.

The following is taken from the Ordinances of The University of Liverpool:
https://www.liverpool.ac.uk/media/livacuk/cgso/programmeordinances/ORDINANCE,57(A),ii,Degree,of,Doctor,in,Philosophy,from,2014-15.pdf

The degree of PhD will be conferred upon candidates who have demonstrated the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality, as adjudged by peers, to extend the forefront of the discipline, by submitting for assessment a substantial body of original work, in the form of one of the following:

- a thesis of no more than 100,000 words containing the results of the candidate's original research, which may contain published papers integrated into the thesis in a coherent and structured manner. Only papers or book(s) written during the period of registration for the degree will be admissible and the papers or book(s) submitted should have a common theme with an identifiable link; or

- a substantial collection of original, creative material developed specifically in pursuit of the degree, together with a written thesis of no more than 50,000 words which contextualises that work within an academic framework.

The University's full definition of research is provided in the PGR Code of Practice.

Descriptors for qualifications at Doctoral (D) level are reproduced below from the QAA Framework for higher education qualifications in England, Wales and Northern Ireland. This is taken from:
Qualifications Frameworks (qaa.ac.uk)

Doctoral degrees are awarded to students who have demonstrated:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

Doctoral degrees are awarded for the creation and interpretation, construction and/ or exposition of knowledge which extends the forefront of a discipline, usually through original research.

Holders of doctoral degrees are able to conceptualise, design and implement projects for the generation of significant new knowledge and/or understanding. Holders of doctoral degrees have the qualities needed for employment that require both the ability to make informed judgements on complex issues in specialist fields and an innovative approach to tackling and solving problems.

Responsibilities of a Postgraduate Research Student and Supervisory Team

You can find the full list of responsibilities in the Code of Practice on the Academic Quality and Standard Division (AQSD) website: appendix-2-PGR-CoP.pdf (liverpool.ac.uk)

Student

- Students registered on a research degree programme are entitled to a high quality of research supervision, through the allocation of appropriately qualified staff and exposure to the wider internal and external research environment.
- Students have a responsibility to become familiar and keep up to date with changes and updates to the relevant University policies and procedures and the academic regulations governing the relevant research degree programme. They should adhere to the content of these documents, as appropriate. Students also have a responsibility to become familiar with the various professional and specialist services for students, particularly in relation to health, counselling, finance, disability and immigration.
- Students are required to take responsibility for the planning of their project with their supervisors and to engage with their programme in accordance with agreements made with their supervisors prior to and during their formal registration period. The student's research project, including production of the thesis, must be undertaken and completed whilst the student is registered for the appropriate PGR degree with UoL.
- Students studying for an MPhil, MD or PhD are expected to undertake appropriate Research Skills training in accordance with the PGR Development Programme and any individual training needs analysis. For students studying for an online professional doctorate training will be undertaken in accordance with the Framework for Online Professional Doctorates.
- Students studying for an MPhil, MD or PhD are required to meet regularly with their supervisors and to record at least one formal meeting per month in the UoL PGR Toolbox or other formally approved system. It is strongly advised that students and supervisors make a written record of all supervisory meetings, however informal. For students studying for an online professional doctorate, supervisory meetings (virtual or otherwise) and the form of recording these will be undertaken in accordance with the Framework for Online Professional Doctorates.
- Students should work independently on their research and writing their thesis, taking advice when necessary. They should take ownership and responsibility for meeting agreed objectives and deadlines and ultimately should take responsibility for the submission of their thesis for examination. Students should be aware that their supervisors play no part in the examination process.
- Students should maintain a professional and courteous relationship with their supervisors and should be prepared to receive critical feedback on their work. They are entitled to expect,

however, that any feedback will be provided by their supervisors in a constructive and supportive way.

- A student is entitled to take 25 working days per annum (including UoL closed days and closed days of any partner institution in which the student is working as part of a split-site or off-site agreement), plus bank holidays, as annual leave in agreement with their Supervisors.
- If a student is funded/sponsored they will receive a stipend during authorised annual leave, unless specifically stated otherwise in any partner agreement.

Supervisory Team

- It is the responsibility of all supervisors to establish a professional and supportive relationship with their student(s), in order to facilitate their development as a researcher, within a vibrant and stimulating research environment. Supervisors should be aware of and act in accordance with the University's Dignity at Work and Study Policy. Under normal circumstances an individual should not be appointed as a supervisor where they have a relationship with the student through kinship (whether by blood, marriage, civil partnership or common law), or a business relationship.
- Normally a research student should not have more than 90% of their supervision from supervisors who are related to each other by marriage, civil partnership, blood/ common law or who are business partners.
- Supervisors should provide access to the wider national and international research community including opportunities to attend relevant conferences and workshops or through dissemination via journal publications, where appropriate.
- Supervisors should ensure that students are aware of the current developments in both specific and wider areas of research.
- Supervisors should encourage students to question critically the existing literature around the specific subject area, the assumptions of the research project and the results they obtain.
- Supervisors must keep up to date with changes and updates to the relevant University policies and procedures and the academic regulations governing the relevant research degree programme. They should ensure as far as possible that their students are familiar with and adhere to the content of these documents, as appropriate. They should ensure as far as possible that the students are familiar with the various professional and specialist services for students, particularly in relation to health, counselling, finance, disability and immigration. Supervisors must seek advice from the relevant parties if they are unclear about any aspects of University regulations, especially in relation to immigration, diversity and equality and matters surrounding academic compliance.
- In their professional supervisory relationship with students, supervisors should endeavour to encourage students' engagement with their research project but should remain critical and realistic about students' progress. They are required to record any concerns they have, particularly during any formal process for evaluating a student's academic progress.

- Supervisors should advise students on issues relating to academic integrity, provide advice and guidance on the University's policies on such matters, and take steps to assist students to avoid plagiarism, collusion and dishonest use of data.
- Supervisors should make it clear to students that their research project is the students' own responsibility and that it is the examiners, who are entirely independent of the supervisors, who will ultimately determine the final outcome of the award. Supervisors are expected to read the student's thesis and provide feedback prior to submission but must not engage in any activity which could compromise the independence of the viva voce (hereafter referred to as viva) examination, which includes consulting with the appointed examiners regarding the scheduled examination (other than about logistical arrangements) or taking part in any formal examination of the thesis or research project, including attending, in any capacity, the examination.
- It is strongly advised that, as a matter of good practice, the opportunity is taken to document in writing (e.g. an email summary) all substantive interactions between supervisors and students, however informal, to ensure that supervisors and students are clear about the frequency, content and outcomes of such supervisory meetings. Specific requirements for recording formal supervisory meetings in the University's PGR Toolbox, or other formally approved systems, are detailed in the Code of Practice.
- It is the responsibility of supervisors to ensure that students are made aware of the consequences of not making satisfactory progress with their research project.
- It is the responsibility of all supervisors to advise students on the processes for requesting a change in registration, particularly in relation to a suspension of studies if the students' personal, financial or health circumstances prevent them from continuing on their programme temporarily. Supervisors are required to process such requests in a timely fashion and should explain the implications and the consequences of suspending studies, taking advice as appropriate from the specialist professional services.
- It is the responsibility of all supervisors to familiarise themselves and comply with the University's 'Policy and Code of Practice for Health and Safety Responsibilities of Supervisors towards Postgraduate and Undergraduate Students' which can be found on the Safety Adviser's Office webpages.

First Supervisor

- Once the Primary Supervisor has agreed to undertake this role, and where appropriate, to evaluate the suitability of the proposed project and suitability of the applicant to undertake the project prior to formal registration of the student onto the research programme, and, where appropriate, to conduct an interview with prospective students. It should be noted that the final decision regarding acceptance of a student for registration onto a research programme is not the responsibility of the Primary Supervisor but of the Head of School/Institute in accordance with annexe 1 of the PGR Code of Practice on the Selection

and Admission of Research Students. It is recognised as good practice to involve members of staff outside the proposed supervisory team in assessing the student's application.

- To take a lead within any supervisory team in advising students on the academic regulations governing the research degree programme, relevant University policies and procedures and all student-related processes such as registration, payment of fees (including the consequences of non-payment of fees), submission of thesis and viva examination processes.
- To provide clear guidelines to students on the required timescales for completion of the relevant research degree programme, including the maximum periods of registration for the relevant research degree programme.
- To provide guidance about the planning of the research project, set appropriate and clear objectives, targets and deadlines within the overall project plan and critically monitor the student's progress against this plan.
- To ensure that each student is provided with an appropriate induction to the research group, academic Department, School/Institute, Faculty and wider University, in partnership with other relevant contributors.
- To undertake a Development Needs Analysis (DNA) with the student at the start of their programme to identify an appropriate skills training programme and any exemptions for which the student qualifies. The Primary Supervisor should monitor a student's progress against this skills training programme and identify to the student any issues in their performance against the plan.
- To meet regularly with students, either in person or remotely, in accordance with the relevant programme. It would be expected that Liverpool-based supervisors would normally meet with their Liverpool-based students face to face. In other degree programmes, for example, online, or as part of a dual or joint research programme with another institution, other methods of meeting may be used. Primary Supervisors are required to meet with their full-time students at least once per month and with their part-time students at least once every two months and to ensure that a formal record of such supervisory meetings is made in the University's PGR Toolbox or its approved alternative system. These formal supervisory meetings should have an agenda agreed in advance and a record of agreements of outcomes and targets reached during the meeting. Primary Supervisors are responsible for ensuring that their students record such supervisory meetings, as failing to provide a full record is likely to affect the evaluation of their Annual Progress Monitoring (APM) and could lead to an international student losing their current visa status.
- To ensure that their students are enabled to complete their Annual Progress Report (APR) within the required timescales and to ensure that they themselves complete the supervisor's evaluation with supportive but critical and realistic feedback in a timely fashion.
- To be accessible to students as appropriate at times other than formal supervisory meetings. The expectation is that a Primary Supervisor will meet at an appropriate frequency with students outside this formal process.
- To read the full thesis prior to submission, with appropriate feedback given within agreed timescales.

- To convene a meeting at least once per term, to discuss with the student on-going progress issues with the research project, held in person or remotely with other members of the supervisory team, or, for online professional doctorate programmes, in accordance with the Framework for Online Professional Doctorates.
- To arrange for students to present their work to staff and other students and to provide the opportunity to have practice in viva examinations.
- To ensure that any requests by a student for a change to their registration e.g. change of mode of study, request to suspend studies, transfer to submission pending, are processed in a timely way in order that the student is not disadvantaged in any way and that their registration record is accurate and up to date.
- To take the lead in nominating Examiners for consideration by the UoL Head of School/Institute. Final approval for appointment of the Examiners is given by the Faculty PGR Director.
- To inform the student of the names of the Examiners and to ensure that the student is prepared and supported to undertake the viva examination.
- If the student informs them of any exceptional or medical circumstances that might affect their performance in the viva examination, to ensure that the Examiners are informed of these circumstances prior to the viva by alerting their School/Institute Director of PGR Studies (SDPR/IDPR), provided that the student has given consent to share this information. Normally the SDPR/IDPR is expected to contact the Internal Examiner in such cases.
- Where a research student is undertaking off-site, split-site or independent off-site or split-site study, the Primary Supervisor has the following additional responsibilities (see Appendix 11 to the PGR CoP: Policy on Off-site and Split-Site Research Degree Study for a Single UoL award section 5):
    - To ensure that appropriate monitoring of the student's progress is maintained, whilst off-site.
    - In the event that the off-site Supervisor is no longer able to supervise the student while they are located at the off-site host institution/organisation, the Primary Supervisor must work with the institution/organisation to identify an appropriately qualified replacement Supervisor.
- Where an application for an aegrotat or posthumous degree is made, the Primary Supervisor is responsible for:
    - Collating material produced by the candidate which demonstrates their performance at the level appropriate for the degree. This material will normally include thesis chapters, progress reports, conference papers, work prepared for publications, and publications.
    - Drafting an accompanying statement, explaining the nature of the submission and outlining where the material produced by the deceased or seriously ill candidate fits into the planned programme of work, and how any omissions have been filled.
    - Working with Second and other Supervisors to supply additional information to the examiners as part of the initial assessment and examination processes.

- Working with Second and other Supervisors to prepare the thesis material for examination (section 5r refers to Appendix 15 of the PGR Code of Practice: Policy on Aegrotat and Posthumous Awards for PGR students).

Second or Other Supervisors

- To consult with the Primary Supervisor on the feasibility of the proposed project and the suitability of the applicant prior to formal offer, and, where appropriate, to participate in the interview of prospective students.
- Where the Primary Supervisor is not a member of academic staff of the University (i.e. they have 'Recognised Supervisor' status), to provide advice and guidance on the University's academic regulations and relevant policies and procedures, taking advice as necessary.
- To assist the student and the Primary Supervisor in completing a DNA at the beginning of the student's registration.
- To meet with students and other members of the supervisory team at least once per term, or more frequently, depending on the specific research degree programme, to discuss progress with the project and the direction that the research is taking. Second Supervisors are advised to keep a copy of the record of these supervisory meetings.
- To be available to students at times other than formal supervisory meetings and provide general support as required to the student and the Primary Supervisor. Depending on the proportion of supervision provided to the student by the Second Supervisor, they may make more or less academic input into the research. It is expected that, the more academic input made (i.e. the greater the percentage supervision provided), the greater the frequency of supervisory meetings between the student and the Second Supervisor. Second and other supervisors are also responsible for ensuring that the thesis is read prior to submission, with appropriate feedback given within agreed timescales.
- In instances where the Primary Supervisor does not have previous supervisory experience, the Second Supervisor will act as a Mentor Supervisor, providing appropriate mentoring and support. This will include:
  - Ensuring the student is correctly informed on academic regulations and policies governing the research degree programme.
  - Meeting regularly with the student and Primary Supervisor i.e. once per month for the first six months following registration and regularly thereafter.
  - Ensuring compliance with the APM process, in accordance with UoL's Policy and Procedures on the Academic Progress of Postgraduate Research Students (Appendix 3 to the PGR CoP).
  - Providing guidance on the thesis submission process, in accordance with UoL's Policy on Submission of a Research Degree Thesis for Examination (Appendix 7 to the PGR CoP).
- Where an application for an aegrotat or posthumous degree is made, Second and other Supervisors are responsible for:

- Working with the Primary Supervisor to supply additional information to the examiners as part of the initial assessment and examination processes.
- Working with the Primary Supervisor to prepare the thesis material for examination (section 6g refers to Appendix 15 of the PGR Code of Practice: Policy on Aegrotat and Posthumous Awards for PGR students).

The Liverpool Doctoral College

As a PGR Student at the University of Liverpool you are now part of the Liverpool Doctoral College (LDC). The LDC aims to support all PGR Students by providing world class innovative training, tailored skills development, opportunities for employability and entrepreneurship training and creates a research community for all PGR Students in the university: About us - University of Liverpool

"Welcome to the Liverpool Doctoral College – a Thriving Global Research Community"

"Welcome to the Liverpool Doctoral College (LDC), the home for all doctoral training and development across the University. Our aim is to help you, as postgraduate researchers across the University, thrive in your doctoral programme and progress to the post-doctoral career of your choice. We will support you in this with the full resources of our dedicated team of expert supervisors, professional services staff and student peers."

PGR Induction Event

We hold two events dedicated to PGRs. The first, normally held over a couple of days in October, is an introduction to PGR study at the university and should give you all you need to know to get started in Liverpool, both at the University and the city as well as giving you the chance to meet other new and established PGRs at the social events. In current circumstances, this may be delayed or take the form of online meetings, more information will be available when arrangements have been made. The second, which will be held approximately half way through the academic session, is aimed at all PGRs at the university.

LDC Placements

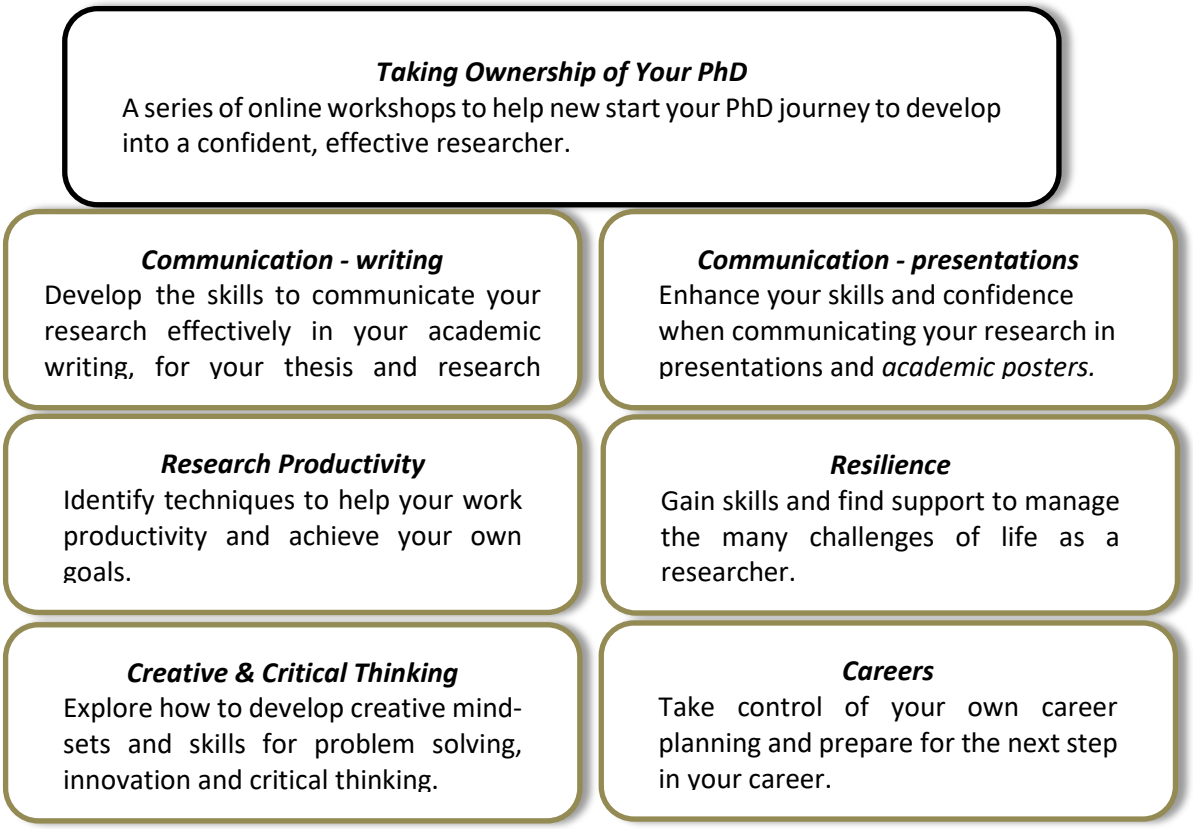
During your degree there will be opportunities to apply for a funded Industry placement to enhance your skills and career prospects in preparation for new opportunities whether inside or outside of academia. Impact is also an important part of the current research environment and so this can benefit your current research and provide good preparation for an academic career. PGR Students have a chance to apply for a 15-day placement from either a list of established projects or in a company of their choice.

Liverpool Doctoral College Development Programme

Website: https://www.liverpool.ac.uk/pgr-development/

The Liverpool Doctoral College Development Team provides a flexible programme that supports all postgraduate research students with their on-going professional and personal development, as they develop into successful researchers and plan for their future careers. Our programme is shaped by the Researcher Development Framework and satisfies the UKRI Statement of Expectations for Doctoral Training. The programme covers 7 key themes:

Elements within the programme can be attended at any stage during the PhD, but some workshops are more relevant to specific stages of the PhD journey.



First few months:	- workshops in the Taking Ownership of Your PhD theme
1st & 2nd years	- workshops in all other themes including careers workshops
3rd & 4th years	- specific careers workshops, including a boot-camp and the writing retreats will support those writing their thesis

During 2021-22 most of the programme will be presented online through workshops and webinars. The programme is supported by a wide range **Online Resources**.

We also offer a Development Tutor Scheme, through which experienced postgraduate researchers can gain paid employment to assist with the programme delivery.

Contact & further information: More information about our themes and details of our programme can be found on our website: Liverpool Doctoral College Development Programme - University of Liverpool. Further sessions and new events are announced during the year, within the LDC Newsletter, on our blog: pgrnews.liverpool.ac.uk and on Twitter: @livuniPGRDev.

DNA

Within the first few weeks of the programme you will have the opportunity to analyse your development needs with your supervisor to create a personalised training plan for your studies. The DNA (Development Needs Analysis) will help you identify appropriate opportunities to enhance your skills and aid your research.

At the end of each year you will be asked to update this document with your supervisor to identify any new areas for development and assess your progress.

Your training will be split into the following:

Core Modules: These modules form the basis of your postgraduate training programme aimed at ensuring you have the essential skills needed for your research, for example in specific research methods, and have a broad knowledge and understanding of your subject area. It is expected that students will complete all elements of their School's core training.

Optional Modules: These can be chosen from the LDC Website which outlines all training available in every department, including our general skills training. This allows you to look outside of your home department should your project be in an interdisciplinary area. For example, you may wish to attend a wide breadth of seminars or you might require support in specific areas such as data management or software training. The University's general skills workshops also allow you to build upon your general personal skills set, for example in communication and networking, or to obtain training in developing your options after your PhD with employability workshops.

Each School/Department within the University has a recommended Training Statement to be used as a guide for the core and optional modules you should consider. You can also find the Faculty of Science and Engineering LDC Training List here: Development - Liverpool Doctoral College Intranet - University of Liverpool

Specific details of your school/department's training can be found on the following page:

Core Departmental Training

Throughout your study at the University of Liverpool you will be expected to complete the Postgraduate Research Development Programme. This consists of general University requirements as well as department specific training. Further details can be found on ULCS - PostGraduate Research (liv.ac.uk)

Year 1 – Required Modules

Module Code	Module Name	When
APRS	Taking ownership of your PhD	First year
	Professional Conduct and Ethical Employment Practices	First year
ECSR 011	Doctoral Training PhD Plan & DNA	At 3.5 months
ECSR 012	End of Year Report	8 months
ECSR 013	End of Year Interview and Presentation	9 months
ECSR 014	Doctoral Training Seminars	Oct – May
CSCR 003	Computer Science PG Workshop Attendance	April/May
	Computer Science Research Seminars	Throughout the year
PDRR 001	Personal Development Report	On going

Year 2 – Required Modules

Module Code	Module Name	When
ECSR 022	End of Year Report	End of year 2
ECSR 023	End of Year Interview (Viva)	End of year 2
CSCR 009	Presentation at Comp Sci PG Workshop	April/May
APRC 101	Careers	Throughout the year
APPR 002	Poster Day	To be arranged
	Computer Science Research Seminars	Throughout the year
PDRR 002	Personal Development Report	On going

Year 3 – Required Modules

Module Code	Module Name	When
ECSR 032	End of Year Report	End of year 3
ECSR 033	End of Year Interview (Viva)	End of year 3
ECSR 034	Thesis and Viva workshop	Annually
APRC	Careers	Throughout the year
	Computer Science PG Workshop Attendance	April/May
	Computer Science Research Seminars	Throughout the year
CSCR 016	Technical Talk	On going
PDRR 003	Personal Development Report	On going

Supervisory Meeting Records

At least once a month, students must update the PGR Toolbox (found in Liverpool Life) with a record of their supervisory meetings. This is how the University ensures you are engaging with your research and so failure to keep this record up to date can lead to serious issues with your degree registration (and if you are an international student, with your visa). **This means every student should have at least 12 meetings recorded every year.**

Annual Progress Requirements

Students must update the PGR Toolbox with their supervisory meetings at least once a month. As well as this, in June, you will need to complete an APR (annual progress report). This can be found in the Liverpool Life Portal and you will receive an email with directions on how to complete it.

Module Descriptions

APRS – Taking ownership of your PhD

During your first few weeks you will be required to register for a "Taking ownership of your PhD" workshops when available. These are a number of short workshops for new researchers and will help you to take ownership of your own PhD, through discussions and activities exploring the planning processes for the PhD and working with your supervisor. Further details on the workshops, when they have been arranged will be available here: LDC Development programme catalogue (liv.ac.uk)

ECSR 011 – Doctoral Training PhD Plan

In consultation with their supervisors, all students must prepare a project plan that defines the scope of the project and outlines the objectives to be achieved in the first year. The Independent Progress Assessment Panel (IPAP) members will subsequently provide feedback on this plan.

ECSR 012/022/032– End of Year Report

At the end of every year students will need to prepare a written report (see intranet for details for each year). This will be forwarded to the IPAP members and your End of Year interview will take place.

ECSR 013/023/033 – End of Year Interview (and Presentation)

Your Supervisor will arrange an Independent Progress Assessment Panel (IPAP) meeting to conduct the presentation (first year only) and interview. At the beginning of the progress interview, students

in the first year will be required to give a presentation. The members of the panel will then fill out a feedback form which will be given back to you and borderline or unsatisfactory progress cases will be discussed by the progress committee. This committee then assesses whether a student will be allowed to continue into the next year of their programme. Please see Student Progress Procedures for further information.

ECSR 014 – Doctoral Training Seminars

The Doctoral Training Seminars are run once a week from October - May. These seminars bring together Electrical Engineering, Electronics and Computer Science Students to give you further training and advice during your first year and are run by Dr Roberto Ferrero.

CSCR 003/9 Computer Science Workshop

This is an annual event in which all PhD students in the department come together to share their research. All second-year students give a presentation on their research and receive feedback from their IPAP members, this is normally held in early May. All PGR students are expected to attend.

PDRR 001/2/3 PGR Portfolio of Activity

The PGR Portfolio of Activity is an online record that allows you to maintain a log of all the training and other professional activities undertaken during your research. You will find your PGR Portfolio of Activity via the PGR Toolbox in your Liverpool Life Portal.

APRC 101 - Careers

Participate in a variety of different events to suit your career interests and aspirations such as the Computer Science Be Your Own Boss week, EEE Thursday seminars, Career Development from the PGR Development Team and one-off events pertaining to particular research careers, etc. The Liverpool Doctoral College also provides placements opportunities to help prepare for your career.

APPR 002- Poster Day

All students must produce a poster on their research which will be presented at the Faculty Poster Day. This day is attended by academics from across the University so is an opportunity to network as well as to present your research to academic professionals outside of the department.

CSCR 016 - Technical Talk

All students are required to give a technical presentation about their work to a specialist audience either at a conference or workshop, a seminar at another institution or a seminar to your research group.

ECSR 034 Thesis and Viva workshop

This is a one-off workshop to guide you through the thesis hand in procedures and what to expect during your viva. Please come armed with any questions you have from what to wear on the day to which forms to fill in during your final year.

For more information on requirements including specific details please see the departmental intranet page here: ULCS - Research (liv.ac.uk)

Student Progress

Each year students undergo an end of year assessment. In the Department of Computer Science this consists of an end of year report and interview. This assessment is conducted by an Independent Progress Assessment Panel (IPAP) which normally consists of two academic staff members from the department or university. During the annual review, students should use the opportunity to highlight any issues they believe have impacted their ability to undertake research and make good progress. The IPAP will determine whether or not adequate progress has been made and will return a written report with feedback and their recommendation.

The possible outcomes of the Annual Review are:

a) For students that are not yet due an annual review, their initial registration on the programme is confirmed and he/she is permitted to continue on their programme and re-register for the next academic session
b) That the student has made satisfactory progress and is permitted to re-register for the next academic session
c) That the student has not made sufficient satisfactory academic progress but is permitted a further period of time under review and their academic progress will be assessed further by the Independent Progress Assessment Panel
d) That the student's initial registration is downgraded to MPhil and he/she is permitted to re-register for the next academic session under the revised qualification aim
e) That the student has not made satisfactory academic progress and that his/her studies be terminated immediately
f) That the student should be deemed withdrawn and his/her studies be terminated under the deemed withdrawn procedures

APR

In order to re-register for the next academic year, annually in June all PGR students will need to complete an APR (annual progress report). This is an electronic form with a number of questions for you to answer that can be found in the Liverpool Life Portal and you will receive an email with directions on how to complete it.

This will show a record of your supervisory meetings and will ask you to note down the training you have taken part in that year, along with a summary of the progress you have made in your research. After you submit this form it is forwarded onto your supervisor and departmental director who will confirm the results of your annual review and that you should continue successfully into the next academic year.

For further information on the student progress procedures you can find the Guide on the Academic Progress of Postgraduate Research Students here: Annual Progress Reporting - Student Administration - University of Liverpool

Absence due to sickness

If you are ill and unable to attend the University this should be reported to your supervisors. You are able to self-certify for any minor issues requiring a few days off, however after this point you will be required to provide a medical note from your doctor. In the case of a long-term illness (one month or longer), you are encouraged to seek advice from your supervisor and if need be, take a suspension period from your studies which will enable you to recover until you are healthy enough to return.

Suspension or withdrawal of studies

Unfortunately, some students will experience serious difficulties that are beyond their control (for example illness) and this may prevent them from making satisfactory progress in their studies. If this is the case, the student should discuss the circumstances with their supervisor and also seek advice from Alison Goodyear, the School PGR Student Experience Officer. All requests for a suspension of studies must be approved by the DDPR, Dr Giorgos Christodoulou and the Faculty DPGR, Dr James Cooper, and will not be granted retrospectively.

All international students wishing to suspend their studies must be aware that the University is required by law to report this change in your studies to UK Visas and Immigration and students will be required to leave the UK for the duration of their suspension. Therefore, before any suspension is granted, students should also discuss their decision with the International Advice and Guidance Team.

Plagiarism

PhD Students are subject to the University's policy on Plagiarism and Dishonest Use of Data for Postgraduate Research Programmes. All types of work submitted by students are covered by this policy and any misrepresentation of his/her own work will be treated extremely seriously, with action appropriate to the circumstances being taken. For further information please see appendix_L_cop_assess.pdf (liverpool.ac.uk)

Thesis and Viva

Thesis

Your thesis should not exceed 100,000 words and will usually be examined by two examiners; an internal and an external. Your supervisor will be able to help give feedback on drafts of your thesis and there is lots of practical help you can get including workshops run by the PGR Development Team and English Language Centre. There are also online resources you can find via the website along with guidelines on the formatting and reference style: Online Resources - University of Liverpool

Forms to be completed in Year 3/4

- **Submission Pending:** Once you finish the practical research and begin writing up your thesis your student registration is transferred to 'Submission Pending'. To do this you need to submit a Transfer to Submission Pending form to the Student Support Office. Please be aware this can have financial implications and may affect any sponsorship you have. Please check with your sponsor.

- **Intention to submit:** At least 2 months before you hand in your thesis an Intention to Submit form needs to be handed in to the Student Support Office. This outlines who your external and internal examiners will be.

- **Thesis submission:** Once you have written your thesis, you are required to submit two soft bound copies (spiral bound is NOT acceptable) to the Student Administration Centre, along with the submission cover sheet along with an electronic copy to the PGR Student Team: pgrs@liverpool.ac.uk

All forms can be found on the PGR Student administration website.

Viva

After your thesis has been passed to the examiners, you will be invited to attend a viva with them. This is an oral examination where examiners can ask questions about your thesis and work related to this. It will allow you to explore, clarify and defend your research and tests both your research and knowledge of its context and significance.

There is no fixed length of time for a viva and they can be anything from 1 hour to several hours in length. Your examiners will provide you with informal feedback before an official report is produced.

The examiners then recommend one of the following:

- Pass
- Pass subject to minor modifications (which should be carried out within 3 months)
- Pass subject to major modifications (which should be carried out within 6 months)
- Resubmission subject to major modifications (which should be made within 1 year)
- Awarded MPhil qualification and if required minor modifications to be made
- Resubmission for an MPhil qualification – major modifications to be made, again to be submitted within 1 year
- Fail

Any modifications should be discussed with your supervisor and the changes will be approved by the examiners. You then must submit an electronic version to the Liverpool Elements research portal.

The Department of Computer Science

Computer Science at Liverpool is at the forefront of research with over 100 registered PhD students in Liverpool and China working on a variation of topics encompassing world class fundamental and applied research. Department Of Computer Science - Department Of Computer Science - University of Liverpool

Student and Departmental Office

The Computer Science Student Support Office is open 9:15 – 4:45 Monday to Friday (closed Wednesday pm). It is located in room G09 on the ground floor of the Ashton Building. Your main contacts for any general enquiries are Alison Goodyear and Vicki Collins, they are based Electrical Engineering and Electronics Student Support Office (5th Floor) on Tuesday and in the Computer Science Departmental Office on Wednesday. In here you will also find Judith Birtall, Lindsay Chadwick and the rest of the Student Experience Team.

Common Room

On the ground floor in the Ashton Building there is a staff and research student common room which postgraduate research students are welcome to use. Please ensure when using this area that it is left clean and tidy.

The common room is also where you can find the departmental mailboxes. Please regularly check the trays labelled RAs and PhDs as any internal or external post addressed to you will be placed here.

Resource Room

The Resource Room is next door to the Departmental Office, in here you will find stationary items and a photocopier/printer. Please write down any item you take in the book provided. If you require any help please contact the Departmental Office.

Out of Hours

Your swipe card should provide 24-hour access to the department. If you are working outside of normal hours please complete the out of hours book which can be found on the Building Managers' Desk in the Ashton Building.

School Societies and Activities

All PhD Students in the department are invited to join the Departmental Student Society COMPSOC. This is a society associated with the University's Guild of Students and is run by students and involves various social and sporting activities. For information on the Departmental Student Society, please contact Dr Prudence Wong: P.Wong@Liverpool.ac.uk

Technical Support

The Departmental Technical Support Staff are responsible for maintaining and administering the computer facilities within the department. The first point of contact for technical advice and assistance during term time should be the Help Desk in room 225 (2nd floor George Holt). This is open during term time from 10:30-12:30 and 14:00 – 15:30, Monday to Friday and is shut on Wednesday afternoons.

Email: CSC-Helpdesk@liverpool.ac.uk

Computer Science Facilities

Postgraduates will normally be provided with a desktop running either Windows 10 or Linux (SL or Ubuntu). These share a common file-store, which is accessible to all systems across the department (but not exported to machines elsewhere in the University or outside). Each machine also provides access to the other environment across the network (from a local Windows box to a remote Linux server, or from Linux to a remote Windows login). If you wish to connect your laptop to all departmental facilities please contact the technical staff for details.

Other Network services provided automatically include remote access to the departmental Linux systems and common file-store, departmental and personal web-based information and email via the main university server. Other services available on request include database facilities (MySQL and Oracle) and collaborative management of source code and other documents (CVS or Subversion).

Please note that the computer services facilities are administered separately from the CSD maintained systems and the computer science username and password will be different from the one you use to access University-wide services.

All use of computing facilities within the University is subject to the regulations of the use of IT facilities and relevant Codes of Practice. These cover areas such as use of email and the web, teaching centres and laboratories and the departmental, University and National academic computer networks. The full regulations can be found here: Regulations, policies & guidelines - University of Liverpool

Communication

The main method of communication will be via your University of Liverpool email address. Please check this regularly as any important updates or information will be shared with you in this way.

Health and Safety

Ensuring the safety of students, staff and visitors is one of the University's highest priorities. As a student your responsibilities are:

- To take reasonable care for the health and safety of yourself and others
- To act in accordance with the University safety rules
- To read the fire procedure notices and familiarise yourself with the alternative fire exits
- To report incidents, near misses or dangerous conditions to a responsible member of staff
- To co-operate with health and safety instructions

The School offers Health and Safety Induction sessions, in a normal environment, are run every two weeks. All students should sign up and attend one of these sessions via emailing a member of the health and safety team. There is also an additional COVID-19 induction which all students returning to campus are required to attend/watch, the latter is via watching a video on the health & safety website, webinar or a physical presentation. The presentation explains how the school and university is restricting the spread of COVID-19, procedures in place and aims to reduce/eradicate any anxiety issues students may have.

Name	Position	Location	Tel no.	Email
David Donaghy	School Health & Safety Officer	EEE B-block, 2nd floor 2.03	0777 645 6059/ 0151 79 57624	donaghy@liverpool.ac.uk
Paddy Colleran	Departmental Safety Coordinator for CS	George Holt, H205	0151 795 4261	Paddy.Colleran@liverpool.ac.uk
Jim Humphries	Departmental Safety Coordinator for EEE	EEE B-block, G08b	0151 79 44596	humph9ke@liverpool.ac.uk

When using university phones, the emergency number for fire, police or ambulance is 2222 (0151 794 2222 from a personal mobile). A list of first aiders and mental health first aiders for the School of EEE & CS is found via First Aid - EEE&CS Health and Safety - University of Liverpool and Mental health and well-being - EEE&CS Health and Safety - University of Liverpool. Although emergency teams and equipment are allocated labels CS (Computer Science) and EEE (Electrical Engineering & Electronics). The labels are mainly for geographical/time purposes in case of an emergency. All safety equipment & teams should be regarded as belonging to the School of EEE & CS and hence can be accessed by all.

CS First Aiders			
	Location	Tel No.	Email address
Paddy Colleran	George Holt 2.05 - 2nd floor	015179 54261	P.Colleran@liverpool.ac.uk
Andrew Craig	George Holt 2.05 - 2nd floor	0151 79 54269	acraig@liverpool.ac.uk
David Donaghy	School of EEE & CS Safety Officer	0151 79 57624/0777 645 6059	donaghy@liverpool.ac.uk
Fatma Elhouni	Ashton 2nd floor office - 202	0747 856 54276	
Rebekah Martin	Ashton G.07 - Ground floor Student support Office	0151 79 54273	martin94@liverpool.ac.uk
Helen Mattocks	Ashton G.07 - Ground floor Student support Office	0151 79 54276	bradleyh@liverpool.ac.uk
School of CS & EEE Mental Health First Aiders			
Andrea Bainbridge	Ashton G.07 – Ground floor Departmental Office	0151 79 51343	Andrea.bainbridge@liverpool.ac.uk
Lindsay Chadwick	Ashton G.07 - Ground floor Staff support Office	0151 79 54234	lindchad@liverpool.ac.uk
Paddy Colleran (DSC)	George Holt – 2nd floor 2.05	0151 79 54269	acraig@liverpool.ac.uk
David Donaghy	EEE & CS safety officer	0151 79 57624/ 0777 645 6059	donaghy@liv.ac.uk
Rebekah Martin	Ashton G.07 - Ground floor Student support Office	0151 79 54273	martin94@liverpool.ac.uk

The department has a weekly fire alarm test which are both held on Tuesday between 09:30 – 10:00 in the Ashton Building and between 10:00 – 10:30 in the George Holt. The alarm will ring for a few seconds but please do not evacuate the building. If the alarm continues to ring for more than 15-20 seconds, please leave the building as this will not be a drill. Fire assembly points are at the back of the quadrangle for both the Ashton and the George Holt buildings – refer to Fire Safety - EEE&CS Health and Safety - University of Liverpool. If you have any problems or questions about safety, please raise them with the School Health & Safety Officer or the Departmental Safety Co-ordinator (DSC).

Conference Attendance and Travel Insurance

PhD students are encouraged to submit and present their work at high quality conferences and journals. This allows students to obtain feedback from experts in their fields outside the University and keep up to date with new developments in their field. Please discuss sources of funding to attend conferences, workshops and summer schools with your supervisor. If you have paid a research support fee this may be used to support conference attendance, in this instance please email the School Finance Team: eeecsfin@liverpool.ac.uk. You may also need to check any restrictions on the use of your research support fee if you are a sponsored student. Students wishing to travel to other parts in the UK or abroad, in relation to work, are required to obtain travel insurance. Please refer to Travel/Fieldwork - EEE&CS Health and Safety - University of Liverpool for additional information.

Student Representation

The University recognises the importance of appropriate student representation at all levels in the institution. All students are encouraged to take part in the Staff-Student Liaison Committee (SSLC). This committee is a forum designed to give students opportunity to work with staff to improve the student experience. By representing other students in this forum, we encourage students to put their own ideas forward and discuss anything which could be affecting their academic experience.
All Student Representatives are offered training and support by the Guild of Students and may have the opportunity to represent the School/Department at the Faculty committees or the University Senate. ULCS - Staff Student Liaison Committee (liv.ac.uk)

For 2020-21 the PhD student Representatives are:

Flavia Alves	F.Alves@liverpool.ac.uk
Elektra Kypridemou	E.Kypridemou@liverpool.ac.uk
Daniel Fernandes Gomes	Daniel.Fernandes-Gomes@liverpool.ac.uk

We are always pleased to hear from people who would like to take part in the SSLC meetings and are interested in becoming a student representative. To get involved please contact Alison or Vicki via eeecspgr@liverpool.ac.uk

Demonstrating

The Department employs postgraduate students to aid lecturers in their teaching of lab classes and assignments. Many of our PhD students are employed as Graduate Teaching Assistants (demonstrators) during undergraduate and postgraduate taught classes throughout the year. If you wish to take on this responsibility you must first discuss this with your supervisor and attend a

university workshop on teaching and demonstrating. Please contact Dr Michele Zito who is the demonstrating co-ordinator Michele@liverpool.ac.uk

Departmental Seminars

Each week the Department hosts a seminar with academics from other institutions invited to share their research. This is held on Tuesdays 1-2pm in Ashton Lecture Theatre. PhD students are expected to attend these seminars and may suggest speakers via their supervisor. For a list of up-coming speakers please see the intranet page: University of Liverpool - Computer Science -

Liverpool Life – Your Online Record

This is one of the most important facilities you will use. You can access this from the University website on any computer and it provides PIN Protected access to essential personal and academic information. This can be used for the following purposes:

- Register and re-register for your studies online
- Access the PGR Toolbox and APR Record
- Check and update your personal details held by the university, such as your address or emergency contact details
- To view your University financial account
- Request documentation such as bank letters, council tax certificates and student status letters
- To submit intentions regarding the graduation ceremony, order tickets etc.

Further information regarding this system, including how to access it, can be found here: Student login - University of Liverpool

Student Administration Centre

Student Administration Services is the team responsible for your student record, student ID cards and implements all the universities policies and procedures.

University facilities

Liverpool Guild of Students

Liverpool Guild of Students (LGoS) is the Students' Union for the University of Liverpool. It supports students throughout their studies, offers advice, a range of extra-curricular activities, and is the very heart of social life on campus. Their motto is Listen, Lobby, Lead – listening to your opinions, lobbying the University, city or government to change in response and give you, as students, the chance to lead. LGoS is also the place where all of the Student Societies are based as well as regular gigs with some of the UK's best-known artists. There are over 300 Societies in total ranging from the departments very own Computer Science Society, to religious societies, sports groups, drama, languages or games. If you have any interest which is not already represented by a society you are able to set one up in order to socialise with other students and share interests.

The Guild building is also the central meeting point on campus, where students share their activities, develop their interests and skills and ultimately have a lot of fun.

IT Services

IT Services (CSD) provides central computing and information technology services to assist staff and students across the university. There are many PC Centres across the university campus which are available for individual student use. To use the PCs, you will need to self-register by following the on-screen instructions on university PCs or if you are on your own laptop or computer follow the instructions found here: Student login - University of Liverpool

Further information on all the services provided by CSD, including the helpdesk contact details can be found at: Computing Services - University of Liverpool

Sport

The University has around 50 sports clubs and 100 exercise classes all within our state-of-the-art Sports Centre in the heart of campus. There is also a 33-meter swimming pool, fitness suite, squash court, dance studio, climbing wall and remedial therapies including sports massage. As a University of Liverpool student, you can become a member for a discounted rate, for more information please see the website: Sport Liverpool - University of Liverpool

Library

The University has two main libraries which are open 24 hours a day throughout the academic year, the Harold Cohen Library and the Sydney Jones Library. The Harold Cohen Library holds the main Computer Science and Electrical Engineering collections. The Library has over 2 million print books and over 900,000 ebooks. There are PC centres in both libraries and areas for both group and quiet study as well as a designated postgraduate study area. You can borrow a laptop to use while working in the library. Your University ID Card will give you access to the libraries and enable you to self-issue and return books. You can also use the library section of the My Liverpool App to create a virtual ID card to access the library buildings and borrow books: My Liverpool - University of LiverpoolThe Library provides access to a vast range of resources relevant to your research. Use your Library Subject Guide to find resources and journals in your subject area, Electrical Engineering: Home - Electrical Engineering - Library at University of Liverpool, Computer Science: Home - Computer Science - Library at University of Liverpool

If you need access to additional journal articles or book chapters you can use Get it For Me (see the library website for more details: Home - Library Home Page - Library at University of Liverpool). If you need help locating a journal article or advice on where to search for material relevant to your research then contact your Liaison Librarian, Zelda Chatten, who will be able to help. For everything you need to get started with the Library see: Welcome to your Library - Getting Started with the Library - Library at University of Liverpool

Careers and Employability

Careers and Employability supports students across all disciplines no matter what stage in the career planning process you are at. Postgraduate researchers can access our up-to-date resources in person or on our website. Support, resources, and opportunities available to you include:

- A comprehensive programme of careers related seminars, workshops, fairs and employer led recruitment events
- Support in finding work placements and internships in the UK and overseas
- Access to a wide range of graduate job opportunities
- Opportunities to meet organisations on campus who are keen to recruit Liverpool students and graduates
- Support through the recruitment process including application form advice and practice interviews

The Careers and Employability Service is located in the Alsop Building, Brownlow Hill, Liverpool, L3 5TX, building no. 750 on campus map.

Website: Careers and Employability - Careers and Employability - University of Liverpool
Tel: 0151 794 4647 Email: careers@liverpool.ac.uk

Placement Opportunities

Through the Liverpool Doctoral College (LDC) Placement Scheme, all postgraduate research students at the University of Liverpool have the option to undertake a 15-day placement, outside of academia, taken consecutively or over several weeks. Undertaking a placement is a brilliant way to gain experience, skills and contacts that may enrich your research and your employability. The Liverpool Doctoral College Placement Scheme facilitates placements in a wide variety of organisations in the public, private and charity sector and all placements are supported by a £500 bursary. Further details are available on the LDC intranet pages.

Support for Students

Support and Advice within your School/Department

All students on programmes at the University of Liverpool are allocated a Supervisor who is responsible for providing appropriate support to help you to fulfil your academic potential in your studies. S/he will meet with you regularly to discuss academic performance and provide advice. Your Supervisor is the first person you should see if you are having problems with your academic studies.

Within the School's Professional Services support team there will also be a named person to act as a first point of contact if you are experiencing difficulties with any aspect of University life. This named contact within the School will provide both advice on School level procedures and signposting to central and specialised support services for students.
The contact for Computer Science is as follows:

Alison Goodyear PGR Student Experience Administrator
Vicki Collins PGR Student Experience Administrative Assistant

Tel: 0151 795 8492/0151 794 4532 Email: eeecspgr@liverpool.ac.uk

Staff in the Student Support Office are also able to provide general advice and guidance. The Office is located on the Ground Floor of the Ashton Building and is open Monday – Friday, 9.15am – 4.45pm (closed Wednesday afternoon).

Disability Support Team

The University actively encourages students to contact the Disability Support Team as soon as possible, to discuss their support needs in a friendly and confidential environment. Working to a person-centred approach, the team, with your consent, can create an individual support plan.

The website sets out further information about the Team and its work, further information is available at Disability Advice and Guidance - Student Services - University of Liverpool

Disability Support Team: 0151 794 5117 Email: disteam@liverpool.ac.uk

Financial Support Team

The Financial Support Team is available to offer you help and guidance on a range of financial matters. The team can advise you on your entitlement to funding, liaise with funding bodies if you experience difficulties and help you improve your financial capability. Students considering withdrawing, suspending or transferring their studies are encouraged to contact the team for advice on funding implications.

The team also offers a specialist debt advice service for students experiencing problems. A Money Adviser can discuss your options and negotiate with creditors for a repayment plan that you can afford. Information is available at Money Advice and Guidance - Student Services - University of Liverpool

Financial Support Team: 0151 794 6673 Email: money@liverpool.ac.uk

International Advice and Guidance

International Advice and Guidance is there to support and advise international students both on arrival and throughout their studies. They can provide specialist advice on student immigration matters and have lots of useful information on living and studying in Liverpool.
The IAG Team also produces newsletters which are automatically sent to international students. These include important information regarding any changes to immigration rules and procedures so it is essential you read this information to keep up to date.
Information available at International Advice and Guidance - Student Services - University of Liverpool

International Advice and Guidance Team: 0151 794 5863 Email: iagteam@liverpool.ac.uk

Support for Care Leavers

There is individual support for any student who has come to the University from a care background or has been looked after by their local authority. For information and advice Care Leavers - Student Services - University of Liverpool

Tel: 0151 794 5863 Email sscrec@liverpool.ac.uk

Student Health

All students studying on a full time PhD programme will be entitled to free NHS care and it is strongly recommended that you register with a doctor upon your arrival in Liverpool. If you are living close to the University or within University accommodation then it's likely that you can register with Student Health. The University's Student Health Centre is located on Mount Pleasant next to the Liverpool Guild of Students' building, for further information please see Student health - University of Liverpool

Student Counselling

The University Counselling Service helps students deal with a wide range of personal and emotional problems that may be affecting your capacity to study effectively. The counsellors are professionally qualified and experienced and enable students to talk over their difficulties in confidence.

The services provided range from drop-in sessions, one-to-one or group meetings and even PhD, men's and international support groups. For full details please see the website at: Counselling Service - Student Services - University of Liverpool

Tel: 0151 794 3304 Email: counserv@liverpool.ac.uk

Mental Health Advisor

It is estimated that one in four people will experience at least one diagnosable mental health problem in any one year. If you feel concerned that you or a friend may have mental health needs then you can contact the Student Mental Health Advisory Service. Mental Health Advisory Service Mental Health Advice, Support and Information- Student Services - University of Liverpool

Tel: 0151 794 2320 Email: counserv@liverpool.ac.uk

English Language Centre

The English Language Centre (ELC) offers a range of specialised language support. This includes IELTS Practice and preparation, Cambridge ESOL CELTA, summer courses and English language support programmes for international students. Thesis writing classes are also available in conjunction with the Liverpool Doctoral College. Further information on all the courses available can be found on the website: English Language Centre - University of Liverpool