

Postgraduate Research in the School of Psychology and Institute of Neuroscience and Psychology

Frequently Asked Questions – Staff

Please find below a list of FAQs about PGR matters. If you have other questions that you'd like to see included here, please let Lisa Debruine, Esther Papies, or Jenna Shields know. Thank you!

A student contacted me for a PhD position and I'd like to accept them –now what?

Students need to apply for either a [PhD in Psychology](#) (College of Science and Engineering, CSE) or a [PhD in Neuroscience and Psychology](#) (College of MVLS). This primarily depends on the college of the main supervisor: a PGR student should study in the same college as the supervisor is employed in. The only exception are ESRC-funded students (SGSSS) and CDT students (SOCIAL), who are always in CSE, independent of the college of the supervisor.

How do PGR Annual Reviews work?

Each year, typically in June, there is a formal review of each student's progress by two independent reviewers. This is organised by the PGR Convenors Lisa Debruine (MVLS) and Esther Papies (CSE) and Jenna Shields, the PGR Administrator. The review consists of a report and forms completed by the student and supervisors (either online in MVLS, or on paper in CSE), a presentation and meeting with the reviewers, and a final recommendation by the reviewers. Detailed information about the process is sent out in April, including assignments of reviewers to students.

I have been asked to convene a viva –now what?

Jenna Shields asks all staff to convene vivas on a rotating basis. This means that you will be asked to convene a viva sooner or later, but normally no more than once a year. Once you have agreed to do this, you will receive all further information from the Graduate School. You will not need decide on examiners, but you will be asked to arrange the logistics of the viva, including the date. The Graduate School and/or Jenna Shields will also send you detailed information on conducting remote vivas.

Bench Fees

Bench Fees are usually only applicable to full fee paying students. They can be charged assuming the costs can be justified to support the student's research. Dry labs maximum £6,000/annum and a wet lab £12,000/annum. Bench fee forms must be completed breaking down the requested fees. All bench fees need to be added at the point of offer otherwise student has the right to refuse to pay.