

Research Postgraduate Student Handbook

Last revised 2023

Faculty of Business and Physical Sciences (FBaPS)

Research Postgraduate Student Handbook v. 2023: FBaPS

Copyright © 2023, Aberystwyth University

Preface ................................................................................................................................ 2

1. Research Supervision ...................................................................................................... 3

2. Research Degrees - Regulations ...................................................................................... 3

3. Communication ............................................................................................................... 4

4. Attendance ...................................................................................................................... 4

5. Sources of Funding ......................................................................................................... 5

6. Monitoring Procedure ..................................................................................................... 5

7. Plagiarism and Unfair Practice ........................................................................................ 6

8. Regulations for the Use of Equipment ............................................................................ 7

9. Student Support ............................................................................................................... 7

10. Getting the most out of your time with us ..................................................................... 9

11. Relevant Contact Details ……….................................................................................... 10

**Preface**

This handbook is intended for all students studying research postgraduate courses in the Faculty of Business and Physical Sciences (FBaPS), which consists of Aberystwyth Business School (ABS), and the Departments of Mathematics, Physics, Computer Science and Information Studies (DIS). It has been prepared to help you understand how the departments are organised within FBaPS and, in accordance with the requirements of the University, to bring relevant rules and regulations to your attention.

Note that this material is in addition to:

Academic regulations on the web <http://www.aber.ac.uk/en/student/pg-issues/research/> particularly the rules at <http://www.aber.ac.uk/en/regulations/>

The Graduate School Documents and handbooks: <https://www.aber.ac.uk/en/grad-school/forms-handbooks/>

**1. Research Supervision**

In your chosen area of research, you will be studying the topic of interest under the supervision of an academic member of staff active in the field. You should agree a programme of work with your supervisor(s), and provide periodic progress reports on your research. In addition, you will be required to prepare a brief formal progress report at least once a year for submission to the University Research Student Monitoring Committees (see section 6). Your ultimate aim is to produce and defend a thesis detailing your contribution to the research, but in doing so you will have opportunity to develop research skills essential for a professional scientist. Your thesis is likely to be one of the most significant pieces of work that you will ever produce.

It is your responsibility to ensure that any problems regarding your research are drawn to the attention of your supervisors.

You must provide adequate explanation for any failure to attend meetings or meet other commitments, so that appropriate guidance may be offered.

In consultation with your supervisors, you should agree a schedule for progressing and submitting your thesis in a timely manner.

**2. Research Degrees - Regulations**

The University awards three higher degrees by research in FBaPS: the Doctor of Philosophy (PhD), the Professional Doctorate (DProf) and the Master of Philosophy (MPhil). A thesis for the Doctor of Philosophy or for a Professional Doctorate must be a significant contribution to knowledge, worthy of publication and give evidence of the candidate’s ability to undertake further research without supervision. Candidates for the Master of Philosophy undertake a research programme leading to the submission of a thesis which must include a critical review of the published work in the research area and give evidence of research ability; it must be a distinct contribution to scholarship in the candidate’s field.

For more information regarding the structure of a Professional Doctorate, please visit: [Professional Doctorate (DProf)  : Study With Us , Aberystwyth University](https://www.aber.ac.uk/en/study-with-us/pg-studies/study-options/professional-doctorate/)

The duration of study for research degrees are set by the University in its Regulations governing higher degrees, which should be consulted for detailed information as the regulations can change. Time limits for registration and thesis submission depend on your year of registration and the terms specified for your admission to the degree course. You may find the rules for these degrees at <http://www.aber.ac.uk/en/student/pg-issues/research/> If in doubt, please consult your Director of Post-graduate Studies, the Faculty PGR contact or the Academic Registry. The time limits applying to each student are those set out in the offer letter from the Postgraduate Office.

If your Supervisor tells you that your thesis is fit to be submitted for examination, this does not necessarily guarantee that it will pass; you do not need your supervisor’s agreement to submit a thesis. You are responsible for finding out the correct submission procedure. The viva voce will be conducted according to University regulations: your supervisor will not be one of your examiners. The University has to conduct its examinations in a manner which is consistent with the concepts of integrity and impartiality, and also has to be seen by its students and by the outside world to do so; this makes it improper for the supervisor, who will have been intimately associated with the production of the thesis, to be associated with its examination. It is, however, University policy that your supervisor may be invited to attend the oral examination. If you wish your supervisor to attend, you should make it known to the Chair of the Examining Board well before the viva. If your supervisor is present, it is also open to the Chair to exclude him or her from parts of the proceedings as appropriate: he/she attends in an advisory capacity and observer. The internal examiner will be a member of staff of the University who has an interest in your field of research.

Important: Between one and three months before you expect to submit (or resubmit) your thesis, you must remember to complete an "Intention to Submit" form: <https://www.aber.ac.uk/en/academic-registry/students/pg-issues/research/submit/>

**3. Communication**

In FBaPS, we use e-mail as the first means of communication with our students. You should therefore log into the system regularly and read your e-mails. If you make any arrangements (such as forwarding) which mean that your e-mail service may become unreliable, that is not an excuse for failure to respond.

In certain cases, messages for students will be left in the Physical Sciences Post Room in the Physical Sciences building (Mathematics and Physics students), the research group pigeon holes in the Computer Science Coffee Room (Computer Science students) or the pigeon holes in the ABS undergraduate office (ABS students). Important information is sent to the address you have provided. You must inform the University of any changes to either your address or phone number. You can do this on-line at <https://studentrecord.aber.ac.uk/en/login.php>

**4. Attendance**

If you are a full-time research postgraduate student, you are expected to attend the University for a minimum of 44 weeks in each academic year of your registration period. The University recognises that students may need to undertake periods of fieldwork or data collection away from Aberystwyth. Absences of more than 3 weeks must be approved at least two weeks in advance by the departmental Director of Postgraduate Studies on behalf of the Head of Department. Permission must be sought, AND GIVEN, before you arrange travel, and at least 2 weeks in advance.

If you are a part-time research postgraduate student, you should agree a schedule of attendance with your supervisor and departmental Director of Postgraduate Studies.

If you are an Overseas research postgraduate student, then in addition to your regular contacts with your supervisor(s), which are recorded in accordance with UKVI regulations, you are required to comply with attendance monitoring regulation as specified by the Compliance Office in the Academic Registry. Any absence from the University must be agreed with your supervisor and reported to the FBaPS Registry team.

This is in addition to the above rule regarding absences of more than 3 weeks.

All FBaPS research students are allocated office space by the Faculty’s manager in consultation with the Infrastructure Coordinator. Students must not change rooms without authorisation. Rooms are primarily for study. Conversations with visitors to your room should be brief so as not to disturb the study of those sharing with you.

**5. Sources of Funding**

5.1 Aberystwyth Doctorate Scholarships (Aberdoc) Competition

Aberystwyth University runs a doctoral (PhD) scholarship (Aberdoc) scheme offering a package of research, training and career development for full-time PhD students. These awards are tailored to enable students to develop the necessary skills required to meet their career choices and offer a breadth of development opportunities to enhance their research, teaching and transferable skills.

For more information regarding the Aberdoc Scholarship, please consult: [AberDoc Scholarship  : Study With Us , Aberystwyth University](https://www.aber.ac.uk/en/study-with-us/fees/postgrad/uk/research/aberdoc/)

Students within the scheme will make an agreed contribution to the Faculty and University as a condition of the PhD scholarship. Teaching is not the only option though. The career development contribution could involve research, editorial work, professional placements, or other personal development opportunities which are also of help to the Department concerned.

The competition for the University Aberdoc Scholarships is based upon the quality of the applicant, the quality of their research proposal, the fit with the supervisor / department’s research interests and an interview for all shortlisted candidates. Each department ranks all applicants and sends nominations to the Faculty. The Faculty then sends recommendations to a University level board which makes the final decisions. Hence competition is very stiff, and you are advised to discuss your application with your supervisor or proposed supervisor well in advance.

5.2 Conference travel

Many conferences offer grants for PhD students to attend, and some PhD scholarships come with money for travel (including Aberdoc). PhD students are also eligible to apply to the AU's Gooding Fund. Additionally, see Appendix A for details of the Research Student Travel Grant.

**6. Monitoring Procedure**

Every research student is monitored annually in May/June; the only exception is that students who do not start in September will undertake their first year monitoring after nine months, before joining the May/June cycle. Further monitoring may be deemed necessary, for example in September if problems were identified in June. The monitoring process is based on a system of reports, by both you and your supervisor. These are considered by the Department before being forwarded to the University Research Monitoring Committee.

Monitoring includes assessment against an action plan agreed at the previous meeting. Satisfactory progress is required to permit progress to the following year of registration.

For PhD students, there is a probationary period of one academic year for full-time and two academic years for part-time candidates, unless an exemption has been approved under the appropriate regulations. The decision to allow students to proceed from the probationary term will be made upon recommendation to the University Research Monitoring Committee. In such cases, the Department’s recommendation is made on the basis of the research progress and interview.

The interview will be conducted by an independent departmental committee, both to assess progress and to offer advice and encouragement.

**7. Plagiarism and Unfair Practice**

Unfair Practice includes more than just plagiarism.

You must be familiar with the Academic Regulation on Unfair Practice, which is available with the in-formation about the rules governing examinations and assessment at

[Regulation on Unacceptable Academic Practice  : Academic Registry , Aberystwyth University](https://www.aber.ac.uk/en/academic-registry/handbook/regulations/uap/)

As you see, it is important to indicate clearly in your own work where you have included the work of others. This could include reuse of designs and programs as well as copying or quoting text. Make sure you understand how to acknowledge the work of others in all your submissions. Ignorance of how to do this is not a valid defence.

The following simple guidelines are intended to help you avoid straying from legitimate and desirable co-operation into the area of plagiarism:

* append a bibliography to your work listing all the sources you have used, including electronic ones;
* surround all direct quotations with inverted commas, and cite the precise source (including page numbers, or the URL and the date you accessed it if the source is on the Web) either in a footnote or in parentheses directly after the quotation;
* use quotations sparingly and make sure that the bulk of the work is in your own words;
* even if you don’t use direct quotations, important ideas should still be credited;
* it is important to credit earlier publications even by yourself or your supervisor appropriately, and not to reproduce text verbatim without identifying it as a quote, even if it is your own earlier work;
* It is your responsibility to ensure that all co-authors and research supervisors are aware of the content of any work that you seek to publish or disseminate in any way;
* remember that it is your own original input that gives a piece of work merit;

Whatever sources you have used, the structure and presentation of the argument should be your own. If you are using electronic sources, don't cut and paste sections into your work. If you are using books or papers, put them aside when you actually sit down to write. In this way you won't be tempted to copy material that you don't understand, or be at risk of unintentionally copying more material than a brief quotation, or of accidentally leaving quotations unmarked. Including someone else's work in your own is readily detectable because the style will be different.

Keep a sense of proportion, and exercise common sense and judgement. For example, it is not necessary to attribute to a source statements which have passed into the public domain and become commonplace.

It is usually unnecessary to attribute lecture material, though again you should avoid quoting copiously, and you should never rely wholly on lecture notes.

If in doubt, make sure that you properly quote and cite material in order to avoid any suspicion that you are trying to cheat and ask for advice if you are not sure.

**8. Regulations for the Use of Equipment**

The two major research resources within the University are the Library and the Computing facilities. All students are required to abide by the rules laid out by Information Services at:

[Information Services Regulations  : Information Services , Aberystwyth University](https://www.aber.ac.uk/en/is/regulations/isregs/)

In addition, students are expected to abide by such further conditions concerning the use of the resources as the Faculty or its constituent Departments may impose. In particular, you may only use software/applications if they are very clearly within the supplier’s usage conditions and appropriate licences are in place.

If, in the opinion of your Head of Department, your use of the resources contravenes any University rules, or is in breach of any rules promulgated by the Department, your access to the resources may be summarily withdrawn.

Before starting on your project, you must attend a short induction course on health and safety, coordinated by the Faculty Director of Infrastructure. Student and supervisor must then carry out a risk assessment of the project. It is your responsibility to ensure that the appropriate form, confirming that a risk assessment has been carried out, is signed by both you and your supervisor and lodged with the Faculty’s manager. Any changes in working practice that could alter the risk assessment at any stage throughout the project must be discussed with your supervisor and the Faculty’s manager before being implemented and a new risk assessment form submitted.

Fire Safety Information: please take time to make yourself familiar with the fire escapes and evacuation procedures. Details are displayed at convenient locations throughout the Faculty buildings. Anyone discovering a fire should sound the alarm and summon the Fire Brigade. Dial 222 from any internal phone located in most staff offices and public terminal rooms. In the event of a fire, make your way out of the building, quietly and without running, by the nearest available exit. For non-emergency situations, you can contact AU security on 2649.

Smoking (including electronic cigarettes) is not permitted anywhere in or near university buildings.

**9. Student Support**

9.1. The University Student Support System

The University Welfare System provides support and advisory services for all students:

[Student Services  : Aberystwyth University](https://www.aber.ac.uk/en/studentservices/)

If you have special needs, wish to be evaluated, or just find out more about their services, it is a good idea to make an appointment with them.

9.2. Careers Service

The university operates an excellent Careers service. We suggest you consult with them to obtain the best advice on further study and/or your future career.

 [Careers Service  : Aberystwyth University](https://www.aber.ac.uk/en/studentservices/careers/)

9.3. Supervisors

Each student taking a research degree involving the Departments of Mathematics , Physics , Computer Science, ABS or DIS is assigned a member of staff as a supervisor and a second member of staff to act as second supervisor. The main role of the first supervisor is to help guide the research as described in Section 1, but they can also be a first point of call for advice on non-academic problems, such as difficulties arising through illness, personal problems, financial worries, accommodation problems etc. Such problems often require specialised help, and your supervisor will often be able to put you in touch with specialised counsellors.

There may be occasions on which you would prefer to deal with someone other than your supervisors. If this happens, you should feel free to approach your departmental Director of Postgraduate Studies.

Students with special needs should make these known to the Faculty’s Registry team.

If you are unhappy with your supervisor(s) you should contact your departmental Director of Postgraduate Studies in the first instance (or the Faculty’s PGR contact if your supervisor is the Director of Postgraduate Studies).

9.4. Staff-student Consultative Committee and the RSCC

Staff-Student Consultative Committees exist to encourage liaison between the academic staff of the Faculty and the student body. These Committees can play a role in shaping the Faculty’s policy through their elected members. Postgraduate and undergraduate students are given the opportunity to appoint representative(s) to their Committee early in the session.

If you have any suggestions or comments, constructive or otherwise, you should contact your representative so that the matter may be brought up at the next meeting.

Any matters that cannot be dealt with within FBaPS can be taken to the University’s Research Students Consultative Committee (RSCC) by a departmental representative.

9.5. The University Appeals and Complaints Procedure

The Departments always try to do their best to resolve any problems that students may experience, but if you feel that you have been treated unfairly in any way, you have the right to complain.

The University Appeals and Complaints Procedure is described in an Appendix to the Rules and Regulations for students, and is available at <http://www.aber.ac.uk/en/regulations/>

Complaints: One of the general principles of that procedure is: “Disputes should be resolved at the lowest level possible in the procedure. In the interests of harmonious relationships informal procedures should, so far as is reasonably practicable, be exhausted prior to entering the formal procedure.”

If you are unhappy with any aspect of your course or the university's provision, you may follow the University Complaints Procedure. Under this procedure you should seek to raise the problem at the lowest possible level, and resolve it informally, but if this is not possible it can be taken to a formal stage. If you have problems within the department, you should go to your supervisor in the first instance or your departmental Director of Postgraduate Studies. The matter will be referred to your Head of Department and if it cannot be resolved, or if you wish to take it further, it will be referred to the Faculty’s PGR contact and then the Faculty’s Associate Dean of Research and/or the Head of the Graduate School.

Appeals: You will be informed of the University Appeal Procedures when you receive your PhD result or if you are prevented from progressing from one year of study to the next. If you have valid appeal grounds, an independent panel will consider your appeal. You may wish to seek advice from your supervisor, or other departmental or Faculty staff, or from the Students' Union.

**10. Getting the most out of your time with us**

10.1. Study Practice and Academic Skills

Student Support can provide advice on study practice and academic skills:

<https://www.aber.ac.uk/en/student-learning-support/postgrad/>

You will also be required to attend courses and training in both the general skills required for research work and specialist courses relevant to your specific area of study. There may also be conferences or workshops of direct relevance for your work, and you should discuss potential meetings with your supervisor.

Visiting speakers give seminars at various times of the year. The talks are an essential part of research training and students are expected to attend all seminars in the broader area of their research.

You are also expected to take part in the Continuing Professional Development process (CPD) for research students. CPD is a normal part of professional working life, and engaging with this process, as a routine part of your postgraduate work will help you achieve your potential both academically and personally. It will give you experience of a professional process which you are likely to encounter throughout your future career.

10.2. International English Centre

The International English Centre (<http://www.aber.ac.uk/en/international-english/>) provides English language courses throughout the year. The courses are accredited by the British Council.

10.3. The Postgraduate Centre

In 2013, Aberystwyth University opened a dedicated study and seminar space for postgraduate students. It is located in the Llandinam building.

10.4. Other Services

Your general handbook gives you information about the facilities provided by the Student Union, the Student Support Office, the Careers service etc. Students who get the most out of University life are usually also those who put in the most. If you have any problems, remember that staff in the Faculty care about you. Come and talk to us and we’ll do our best to help.

 **11.** **Relevant Contact Details**

All Research Administration queries should be directed to Shelley Fullwood smi@aber.ac.uk (Computer Science, Mathematics and Physics), Ian Williams isw9@aber.ac.uk (ABS) and Nina Docking nid10@aber.ac.uk(DIS) in the first instance.

|  |
| --- |
| Faculty Responsibilities |
|  | Name  | E-mail id | Room | Phone extension |
| Faculty PVC | Prof Qiang Shen | Qqs | LL-E46A | 2424 |
| Faculty Manager | Mr Dave Smith | Dhs | LL-B46 | 2446 |
| Associate Dean of Research | Prof Reyer Zwiggelaar | Rrz | LL-B61 | 8691 |
| PGR contact | Dr Kyriaki Remoundou  | kyr2 | HO-C11 | 2522 |
| Officer for Research  | Mrs Anne Harris | anh79 | LL-E39 | 2450 |
| Computer Science Responsibilities |
| Head of Department | Dr Thomas Jansen | thj10 | LL-B47 | 2445 |
| Director of Research  | Prof. Tossapon Boongoen | tob45 | LL-E45 | 2871 |
| Department Director of PGR Studies  | Dr Chuan LuDr Myra Wilson | culmxw | LL-E43LL-C52 | 84052928 |
| Mature Students' Tutor | Dr Edel Sherratt | eds | MP1.40 | 2448 |
| International Students’ Tutor | Dr Edel Sherratt | eds | MP1.40 | 2448 |
| Staff/Student Committee | Dr Dave Hunter | dah56 | LL-C35 | 8404 |
| IS and Library Representative |  |  |  |  |
| Maths Responsibilities |
| Head of Department | Prof Simon Cox | sxc | MP4.04 | 2764 |
| Department Director of Postgraduate Studies | Prof Simon Cox | sxc | MP4.04 | 2764 |
| Staff/Student Committee | Dr Rob Douglas | rsd | MP 4.24 | 2756 |
| IS and Library Representative | Dr Kim Kenobi | kik10 | MP4.17 | 2767 |
| Physics Responsibilities |
| Head of Department | Prof Andrew Evans  | dne | MP2.49 | 2800 |
| Department Director of PGR Studies | Prof Huw Morgan | hum2 | MP1.09 | 2810 |
| Staff/Student Committee | Dr Dave Langstaff | Dpl | MP2.09 | 1913 |
| IS and Library Representative |  |  |  |  |
| ABS Responsibilities |
| Head of Department | Prof Andrew Thomas  | ant42 | HO-C57 | 2725 |
| Department Director of Research | Prof Mike Christie | mec | HO-C12 | 2217 |
| Department Director of PGR Studies | Dr Shafiul Azam | msa1 | HO-C10 | 2824 |
| Staff/Student Committee | Dr Sarah Lindop | Sol | H0-C40 | 2510 |
| IS and Library Representative | Dr Aloysius Igboekwu | alo12 | HO-C18 | 2847 |
| DIS Responsibilities |
| Head of Department | Dr Anoush Simon | Ads | 2.13 | 2145 |
| Department Director of PGR Studies | Dr Allen Foster  | aef | P5, 3.20 | 8412 |
| Staff/Student Committee | Dr Pauline Rafferty | pmr |  | 2926 |
| IS and Library Representative | Dr Anoush Simon | ads | 2.13 | 2145 |

**Appendix A**

 **Research Student Travel Grant**

The Research Student Travel Grant scheme is designed to enable PhD students and supervisors to plan ahead for expenditure associated with travel to conferences or workshops for presentation of refereed papers. Each PhD student can apply for a nominal allowance of **£1000** covering his/her registered period of studies (normally three years), in addition to travel funds that may be available from their funding source. The expectation is that other sources of funding will be used initially, if available. Planning of expenditure within this budget should be part of your annual review process. Note that this is not an automatic entitlement, and each trip must initially be approved by your supervisor and Head of Department. To access the grant, you must apply for and have it approved in advance by the Faculty Manager. Students are not "owed" any unspent portion of the allowance. Students can draw on the fund as many times as they want up to the £1000 limit during their registration period.

In exceptional circumstances, and with strong justification (e.g. presenting a paper at a prestigious conference), grants may be made in excess of the £1000 total up to a maximum of £1500. In these cases, a written justification must be submitted to your Head of Department for approval before being submitted for confirmation by the Faculty’s Associate Dean for Research and Faculty Manager.

Policy Statement

1. All travel grants need to be approved in advance of the proposed trip by your supervisor, Head of Department and Faculty Manager.

2. Travel grant applications will be considered favourably where you:

(a) are not requesting a grant of more than £1000, unless presenting a refereed paper at a significant international meeting outside Europe;

(c) have applied for or secured funding from other sources (e.g. supervisor’s research grant, university, conference organiser);

3. Applications may be rejected if you have previously been awarded grants totalling more than £1000.

4. All other requests will be considered on a case by case basis, taking into account travel grants previously awarded and available funds.

5. All papers or posters must clearly indicate an affiliation to a Department in Aberystwyth University.

6. You are expected to take advantage of all available cheap fares and other discounts via the normal travel procedure.

Applying for a Research Student Travel Grant

Applications should be submitted initially by email to the Faculty’s Administration Team. Before you apply, you must have:

* confirmed or estimated all the costs relating to the request;
* obtained quotes from the University’s approved Travel Suppliers;
* a statement of support from your supervisor; and
* details of any supporting funding you are likely to receive.

 You should submit all paperwork to Faculty’s Administration Team for confirmation of fund balances and for approval before placing any orders or bookings.

**Faculty Travel Process**

The process is slightly different for domestic and international travel. If you are in Aberystwyth via student visa and intend to travel outside of the UK, then the University’s Compliance Office will need to assess and authorise your travel. If approval is granted the Compliance Office will issue a letter confirming the travel. This is a pre-requisite for travel and provides evidence that you have authorisation to be away from the University during term time.

For both domestic and international travel the following **must** be done:

* Complete the Student Travel Authorization Form (see Appendix B). This confirms: approval for Travel by supervisor/HoD, funding in place, travel details.
* Obtain a quote from Clarity (AU’s approved supplier) for travel, accommodation etc. This is a University requirement and is non-negotiable. Failure to do so and a booking is made elsewhere and an expense claim is submitted for this cost, the Finance Office will not approve it.
* Risk Assessments must be completed for international travel and may be required for domestic travel depending on location and activity. The Faculty Administration Team can advise.
* Travel insurance must be obtained. This is managed by Travel & Fleet so they must be notified at least 5 days prior to travelling outside of UK. This can be done via the Faculty Admin Team.
* If you intend to travel by your own car or a hire vehicle then the relevant forms must be completed (see Appendix B).

**Appendix B: Forms**

1. **Personal Vehicle Application Form**
2. **Travel Risk Assessment form**
3. **Student Travel Authorization form**



**UNIVERSITY VEHICLE/PERSONAL VEHICLE APPLICATION FORM**

This completed form must be scanned, authorised and returned immediately via e-mail to travel@aber.ac.uk. The Head of Department may delegate the authorising signature if he/she wishes and has communicated the delegated authority to travel@aber.ac.uk in writing. Whoever signs the authorisation on behalf of the Head of Department is confirming that the applicant is required to drive as part of their role. **The original copy is to be retained by your Department for audit checks.** The applicant may only operate a University vehicle once application approval has been communicated form the Travel and Fleet Department and will only remain an authorised driver for the maximum of 1 year. Upon expiry, drivers will have to submit an update copy of this form in order to renew their status as an authorised driver.

 \*To ensure efficient processing of this document and to avoid delays, please complete the form digitally prior to having it signed.

**PART A: General information**

|  |
| --- |
| **DRIVER DETAILS** |
| Forename: |  | Surname: |  |
| Staff/Student number: |  | Department: |  |
| Date of birth: (xx/xx/xxxx) |  | University email: |  |
| Driving licence number: |  | Language preference: |  |
| DVLA check code: (8 case-specific characters)(<https://www.gov.uk/view-driving-licence>) |  |

# PART B: Authorised driver information

|  |
| --- |
| CATEGORIES OF UNIVERSITY VEHICLE TO BE DRIVEN (TICK AS NECESSARY) |
| Car/4x4/Car derived van |  | Quad bike/Specialist vehicle |  | Minibus\* |  |
| Van/Light commercial vehicle |  | Agricultural Vehicle |  | Other\* |  |

\*Any category marked with an asterisk may be subject to additional checks to confirm that the applicant is qualified to operate the specified University vehicle.

# PART C: Personal vehicle use (For drivers wishing to use personal vehicle and claim mileage)

**VEHICLE DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Registration Number: |  | Date of tax renewal: |  |
| Date of last service: |  | Date MOT due: |  |
| Date vehicle first registered: |  | Make & Model |  |

**REQUIRED DOCUMENTS**

**In order for your application to be approved, please ensure to submit this form along with a copy of your current personal motor insurance certificate showing that you have ‘business use’ cover.**

# Part D: Declaration and Approval

**Driver declaration**

I wish to apply to become an authorised driver for the category of vehicles stated above for business use only. I undertake to inform the Travel and Fleet Department **immediately** of any change in the above information and agree to comply at all times with the University driver policies and relevant handbooks. Additionally I confirm that the DVLA are informed of any current notifiable medical condition that may affect my ability to drive. (<https://www.gov.uk/health-conditions-and-driving>)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Confirmation of approval by Head of Department or line manager

I can confirm that the person named above has permission to operate a University vehicle to undertake their work activities.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

## **PART E: Definitions or restrictions**

 **‘Business Use’ and Grey Fleet**

Grey Fleet management is the process of ensuring that all drivers of personal vehicles on University business are adequately qualified, insured and are driving a vehicle that is in a safe and roadworthy condition.

Business use is defined as any journey undertaken on behalf or in relation to the driver’s employment, excluding ‘commuting’. Examples within the University include; driving between campuses, driving to attend a meeting/conference and using a personal vehicle to transport equipment.

A commute or the process of commuting refers to travel between your place of residence and your permanent place of work.

**Additional excesses**

There is an additional excess for any driver under the age of 25, or over if they hold a provisional driving licence or have not held a licence for more than 12 months. Please inform travel@aber.ac.uk if this applies to the applicant.

**Driving in Great Britain on an EU Licence**

For applications made by staff/students with non-GB licences, additional information may be requested by the Travel and Fleet Department to determine eligibility to drive within the UK.

**The insurance does not cover**

Any legal responsibility, loss or damage arising while any vehicle covered by this insurance is being:

Driven by or is in the charge of anyone who is disqualified from driving, does not hold a valid driving licence in line with current law or has never held a licence to drive the vehicle, does not keep to the condition of their driving licence or is prevented by law from having a licence.

**GDPR and your information**

The information provided on this form by an application will be processed in accordance to the University’s guidance on GDPR, kept in a secure storage facility, will not be disclosed via any method to a third party and will only be accessed for legitimate University business.

The Travel Risk Assessment must be completed by anyone travelling internationally for University business as defined by the Travel Policy and must be completed in conjunction with the Travel Policy. All sections must be completed and submitted to the relevant approver. The form must then be sent to travelandfleet@aber.ac.uk to arrange Travel Insurance cover. A copy of the completed form is to be retained by your Faculty or Department for information in the event of an emergency.

***Please ensure that your personal details, including contact and next of kin details are up to date on your staff or student record prior to travelling.***

**Travel Details**

|  |  |
| --- | --- |
| Name of Traveller |  |
| Faculty/Department |  |
| Email Address |  |
| Staff/Student Number |  |
| Name of Line Manager/Supervisor  |  |
| Associated documents(To be held by Faculty/Department) | Participant information (including emergency contact details) □Communication plan and itinerary (including flight details/accommodation) □ |
| Date(s) of Travel | *Departure:* |  |
| *Return:* |  |
| Destination(s) – City and Country |  |
| Purpose of Travel including benefit to the participants/University |  |

**Risk Assessment**

| **Hazards and Controls** | **Controls in Place** | **Who may be harmed, how may they be harmed? Control Measures to be Implemented / Further Details**  |
| --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Personal Safety and Security** |  |
| Has the Foreign, Commonwealth and Development Office (FCDO) advised against all but **essential travel** to the region(s) | [ ]  | [ ]  | [ ]  |  |
| Foreign, Commonwealth and Development Office (FCDO) and Crisis 24 travel advice has been consulted and will be adhered to at all times | [ ]  | [ ]  | [ ]  |  |
| Are there any particular hazards in relation to terrorism: crime; conflict; unrest? | [ ]  | [ ]  | [ ]  |  |
| **Laws and Customs** |  |
| Legal variances and local customs are understood and can be accommodated | [ ]  | [ ]  | [ ]  |  |
| Dress code is understood and can be accommodated | [ ]  | [ ]  | [ ]  |  |
| Religious observances understood and respected.  | [ ]  | [ ]  | [ ]  |  |
| **Lack of Money** |  |
| Obtain sufficient local currency for duration of stay and allow for contingencies  | [ ]  | [ ]  | [ ]  |  |
| Check that credit card can be accepted in the country/region and that cash can be obtained via ATM’s | [ ]  | [ ]  | [ ]  |  |
| **Medical/Health** |  |
| No known or pre-existing medical conditions which have the potential to affect or impact the traveller’s ability and fitness to travel | [ ]  | [ ]  | [ ]  |  |
| Country is not regarded as high risk for diseases, epidemics, etc.  | [ ]  | [ ]  | [ ]  |  |
| Consideration for hygiene standards such as sanity of drinking water and food vendors (e.g. only drink bottled water) | [ ]  | [ ]  | [ ]  |  |
| Entry requirements for medication considered and addressed | [ ]  | [ ]  | [ ]  |  |
| Adequate supply of essential prescription and other medication to be carried, accompanied with GP letter justifying quantity and type of medication | [ ]  | [ ]  | [ ]  |  |
| Nearest medical facility researched | [ ]  | [ ]  | [ ]  |  |
| **Environmental** |  |
| Have you researched risks of environmental activity including seismic, storm and climate? | [ ]  | [ ]  | [ ]  |  |
| Is the location remote?  | [ ]  | [ ]  | [ ]  |  |
| Are there any altitude risks that need to be considered? | [ ]  | [ ]  | [ ]  |  |
| Are there any man made issues that need to be considered? | [ ]  | [ ]  | [ ]  |  |
| **Accommodation** |  |
| Accommodation health, and safety standards have been checked | [ ]  | [ ]  | [ ]  |  |
| Accommodation hygiene standards have been checked | [ ]  | [ ]  | [ ]  |  |
| Fire safety standards have been checked | [ ]  | [ ]  | [ ]  |  |
| Doors to be locked at night and when away during the day, and remain vigilant when arriving, leaving and answering doors | [ ]  | [ ]  | [ ]  |  |
| **Infrastructure** |  |
| Availability and standards of transportation are acceptable (i.e. equivalent to UK standards) and understood to the traveller, and any perceived unsafe transport methods will not be used, including airports and flights. | [ ]  | [ ]  | [ ]  |  |
| Utility standards are acceptable.  | [ ]  | [ ]  | [ ]  |  |
| There are no threats to Cyber Security? | [ ]  | [ ]  | [ ]  |  |
| **Political** |  |
| The region(s) has political stability.  | [ ]  | [ ]  | [ ]  |  |
| All regional fragility has been assessed and risks considered | [ ]  | [ ]  | [ ]  |  |

**Declarations and Signatures**

***In signing this declaration, the traveller confirms that the information provided is correct to the best of their knowledge, and that any subsequent alterations required during the period leading to travel will be made as necessary.***

|  |  |
| --- | --- |
| Name of Traveller (PRINT) |  |
| Signature |  |
| Date |  |

***In signing this declaration, the approver confirms that they have reviewed the information provided, and that the identified hazards have been addressed and reduced as far as reasonably practicable to allow the travel to take place. Please refer to the Travel Policy for further guidance on approver levels.***

***Line Manager/FPVC/HoD (as defined in the Travel Policy)***

|  |  |
| --- | --- |
| Name of Approver (PRINT) |  |
| Signature |  |
| Date |  |

***AU Secretary (if applicable as defined in the Travel Policy)***

|  |  |
| --- | --- |
| Name of Approver (PRINT) |  |
| Signature |  |
| Date |  |

**Approving levels**

* Approval to negligible/low risk countries – **Line Manager**
* Approval to travel to moderate/ high risk countries (3.0 or above) - **FPVC/HoD**
* Approval to travel to high/extreme risk countries (4.0 or above) **– FPVC/AU Secretary**

All air travel, rail travel, coach travel, accommodation and overseas car hire must be booked through the University’s contracted travel supplier. Payment of travel is to be made by raising a purchase order.

The Policy and accompanying guidance notes are available [**here**](https://www.aber.ac.uk/en/hse/proc-prac/travel/)

|  |
| --- |
| **Is the student on a Student Visa:** |
| **Yes** |  | **No** |  |

**Student Visa Compliance**

Aberystwyth University is required to monitor engagement and attendance during [**term time**](https://www.aber.ac.uk/en/dates-of-term/).

Authorised absence must be sought outside of recognised vacation periods and is determined on a case by case basis.

**For full guidance please see** [**Student Visa Compliance**](https://www.aber.ac.uk/en/academic-registry/compliance-information/authorised-absence/#compliance-office)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Department** | **Aber email address** | **Mobile Number** |
|  |  |  |  |
| **Dates travelling** |
| **From** |  | **To** |  |
| **Please select reason for travelling below:** |
| **Holiday** | **Personal Leave to visit family / friends** | **Conference / Summer School / Course Attendance** | **Fieldwork** | **Other** |
|  |  |  |  | **£** |
| **My primary destination will be:** | **Please note below any other Countries that will be visiting during your period of leave:** |
|  |  |
| **Telephone no** | **Email**  | **Web** |
|  |  |  |

**Please obtain quotes from the AU approved travel provider Clarity Travel via** **universities@claritybt.com** **and enter details below. Please ensure that all travel costs have been entered below before sending to Head of Department for authorisation.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Clarity quote ref No:** | **Work order** | **Rail**  | **Railcard Details** | **Hotel** | **Flights** | **Baggage** | **Airport Transfer** |
|  |  | **£** |  | **£** | **£** | **£** | **£** |

**Use of vehicles for travel:** Please see [Fleet : Estates, Facilities & Residences , Aberystwyth University](https://www.aber.ac.uk/en/efr/travel-fleet/fleet/#authorised-drivers) for full details regarding Authorised / Grey Fleet drivers for use of pool hire and personal vehicles.

|  |  |  |  |
| --- | --- | --- | --- |
| **AU Fleet car** | **Hire car** | **Own Vehicle** | **Registered as an Authorised / Grey Fleet driver** |
|  | **£** |  | **Yes** |[ ]  **No** |[ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Leave request approved by Supervisor** | **Date** | **Travel Authorised by Head of Department** | **Date** |
|  |  |  |  |

**Visa holders only: Please forward to the** **fbrstaff@aber.ac.uk** **who will forward this request to Compliance Office with a copy to the Faculty Office.**