



GW4-CAT

Clinical Academic Training

**developing the next generation of clinical academics in
medicine, dentistry and veterinary science**



Wellcome Images

Postgraduate Handbook 2018/2019

Disclaimer: Every attempt has been made to ensure the accuracy of the information contained in this handbook. However, it will be updated regularly, with an up-to-date version available on the GW4-CAT website: www.gw4-cat.ac.uk

Welcome!



A Message from Professor John Iredale GW4-CAT Programme Director and Chair of the Management Board

Welcome to the GW4-Clinical Academic Training Programme. Our Programme gives clinicians from medicine, dentistry or veterinary science the opportunity to undertake a PhD utilising the alliance of biomedical research expertise within three of the four research-intensive universities located in the southwest of the UK (Cardiff, Bristol and Exeter). The GW4 alliance offers you, as one of our first cohort of doctoral students, unrivalled opportunities for development and access to our combined research strengths, training expertise and resources.

Institutional Co-Directors



Professor Tamsin Ford GW4-CAT Co-Director and Institutional Lead University of Exeter



Professor Paul Morgan GW4-CAT Co-Director and Institutional Lead Cardiff University



Professor Jeremy Tavaré GW4-CAT Co-Director and Institutional Lead, University of Bristol

Contacts

GW4-CAT Team

Your first points of contact for any aspects of the delivery of the GW4 -CAT programme across the partnership are the GW4-CAT Programme Manager or Administrator. If you have any supervisor/project issues, please let a member of the GW4-CAT administrative team know:

GW4 -CAT Programme Manager: Dr Jayne Bailey

GW4-CAT@bristol.ac.uk

+44 (0)117 3311598

GW4-CAT Administrator: Tracey Jarvis

GW4-CAT@bristol.ac.uk

+44 (0)117 3311598

Office Hours: 08:30-16:00 Tuesdays, Wednesdays, Thursdays (subject to review).

GW4-CAT Website: www.gw4-cat.ac.uk

Academic Contacts

For matters regarding academic aspects of the delivery of the programme across the partnership or within each institution, the Co-Directors should be the first point of contact. Each Co-Director/Institutional Lead has an appointed deputy:

University of Bristol: Professor Jeremy Tavaré

j.tavare@bristol.ac.uk

Deputy: Professor Richard Coward

Richard.Coward@bristol.ac.uk

Cardiff University: Professor Paul Morgan

MorganBP@cardiff.ac.uk

Deputy: Professor Donald Fraser

fraserdj@cardiff.ac.uk

University of Exeter: Professor Tamsin Ford

t.j.ford@exeter.ac.uk

Deputy: Professor Angela Shore

A.C.Shore@exeter.ac.uk

Institutional Contacts

Your home institution is where your lead supervisor is based. You will need to make contact with your local PGR administrative contacts before you officially start your PhD in order to register as a PhD student. In the first instance, contact the Postgraduate Research Administrator within your school and they should be able to provide further instructions or more information. Any questions regarding annual progress monitoring and holiday allowance, for example, should be directed to these contacts.

As you will also be a member of staff, you will need to contact the relevant HR team in order to start the process of appointment prior to starting your PhD so that you will be paid.

If you are unsure who you should direct a specific query to, ask a member of the GW4-CAT administrative team as we will support this process and answer any questions that the institutional teams may have with regard to the GW4-CAT Programme.

Important Documentation

This handbook contains useful information about the Wellcome Trust funded GW4-CAT Programme, its structure, access to training and development opportunities and useful contacts. Please read it carefully and kept for future reference. The handbook will be reviewed annually and the most up-to-date copy will be available on our website.

It is your responsibility to understand the rules and regulations that govern your PhD, so you should also read the regulations and codes of practice for your home university:

- **University of Bristol:** <http://www.bristol.ac.uk/academic-quality/pg/cop-researchdegrees.html>
- **Cardiff University:** <http://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations>
- **University of Exeter:** <http://www.exeter.ac.uk/postgraduate/apply/policy/>

Please also ensure you check your university e-mail address regularly. If you decide to use another email address, you must ensure your university e-mail address is redirected accordingly, as **all communications related to your studentship will be sent to this e-mail address.**



Wellcome Trust Documentation

The Wellcome Trust require that you log onto your grant tracking link and follow the guidance that will be issued to you early on in the PhD.

In addition, you will find the following Wellcome Trust documents of use:

- Wellcome Trust grant conditions:**
www.wellcome.ac.uk/Managing-a-grant/Starting-a-grant/WTD038417.htm
- Guidelines on good research practice:**
<https://wellcome.ac.uk/funding/managing-grant/guidelines-good-research-practice>
- Regulation and Policy on working with animals:**
<https://wellcome.ac.uk/funding/managing-grant/use-animals-medical-and-veterinary-research>
- Policy on data, software and materials management and sharing:**
<https://wellcome.ac.uk/funding/managing-grant/policy-data-software-materials-management-and-sharing>
- UK clinical academic training in medicine and dentistry: principles and obligations:**
https://wellcome.ac.uk/sites/default/files/ClinicalPrinciples_and_Obligations_170112.pdf

Other Wellcome Trust CAT Programmes

As a Wellcome Trust-funded CAT fellow, you will be part of a wider cohort of students. To find out more about other CAT programmes with the UK and Ireland, see:

Programme Name	Website
Wellcome Trust PhD Programme for Clinicians - Cambridge	http://www.mrl.ims.cam.ac.uk/postgraduate-study-at-the-mrl/wellcome-trust-clinical-phd-programme/
UCL Clinical Academic Training	http://www.ucl.ac.uk/slms/aco/ucat/wellcome-trust-phd-clinicians
Edinburgh Clinical Academic Training	http://www.ecat.ed.ac.uk/
Clinical PhD Programme in Global Health	http://www.liverpoolwtcc.org.uk/fellowship-opportunities/clinical-phd-programme
Doctoral Training Fellowship Scheme for Clinicians	https://www.ox.ac.uk/admissions/graduate/courses/dphil-biomedical-and-clinical-sciences?wssl=1

Wellcome 4ward North Clinical PhD Academy	http://www.4wardnorth.org.uk/academy-trainees/trainee-profiles
Wellcome Imperial Immunity, Inflammation, Infection and Informatics (4i) Clinician Scientist Programme	https://www.imperial.ac.uk/medicine/study/clinical-academic-training-office/phd-programmes/wellcome-clinical-phd-programme/
Wellcome Clinical PhD Programme in Global Health Research	http://wbc.lshtm.ac.uk/fellows/clinical-phd-programme/
Wellcome PhD Programme for Primary Care Clinicians	https://www.keele.ac.uk/wellcometrust/abouttheprogramme/
Wellcome Clinical PhD Programme in Cancer Research	http://www.icr.ac.uk/studying-at-the-icr/opportunities-for-clinicians/research-degrees/phd-research-programmes-for-clinicians
Wellcome - Health Research Board Irish Clinical Academic Training Programme	http://icatprogramme.org/

General Information

Personal Supervision

You will have a lead supervisor from the list of Wellcome Trust approved supervisors and one or more co-supervisors, who may be located at a GW4 institution other than your own.

Regulations concerning frequency of supervisory meetings etc. will be determined by the institution of your lead supervisor. It will be your responsibility to arrange meetings with your supervisors throughout the year, including those off-site, by mutual consent.

You may find that you have the opportunity to conduct research and/or spend time at one of the other GW4 institutions. When based at a different institution, please ensure you follow their local rules and procedures.

Clinical Mentoring

As part of the GW4-CAT programme you are required to select a clinical mentor who should be carefully chosen to meet your career ambitions and mentoring requirements. Your mentor will offer career guidance and play a crucial supportive role throughout the PhD process. Your chosen mentor does not have to be employed by one of the three participating institutions, but should be currently working within a professional capacity in your discipline.

Useful guidance and resources outlining the benefits of mentoring throughout your career is provided by the Academy of Medical Sciences <https://acmedsci.ac.uk/grants-and-schemes/mentoring-and-other-schemes/mentoring-programme>.

We are currently exploring a formal mentoring programme with veterinary colleagues.

A GW4-CAT Guidance document: GW4-Clinical Academic Training Programme Mentor and Mentee Guidance - has been produced and is available on the GW4-CAT website: <http://gw4-cat.ac.uk/files/2018/05/GW4-CAT-Mentor-Mentee-guidance.pdf>

Progress Monitoring

You will be registered for a higher degree at the home university of your lead supervisor and will be subject to their local procedures for performance monitoring, progression between years and thesis examination. Your home School will be responsible for your annual progress monitoring.

The GW4-CAT Directors will also conduct an annual review with you and your supervisors. This will not duplicate your home university review but will be an opportunity for the Directors to find out how you are getting on and for you to feedback on progress and any other concerns.

The GW4-CAT Programme will be monitoring your accomplishments so that we can report back to the Wellcome Trust, who ask for an annual report.

Visiting status

If required, we will arrange for you to have visiting student status at each of the GW4 institutions. This will allow you to use their facilities (e.g. the library, courses, the gym, etc.) To be able to access the internet at each of the sites, please ensure you activate Eduroam by following your local institutional guidelines in advance of your visit.

Training and Cohort Activities

The GW4 Clinical Academic Training Programme has a strong emphasis on developing the skills and training you require in your journey towards a clinical academic career.

You are required to attend the induction days, training events and annual meetings, which will help to establish and develop the cohort. We will attempt to organise such events in collaboration with you to ensure that caring and other responsibilities are considered. There will be ongoing cohort-building and networking activities throughout your 3-year PhD.

Annual Induction

The annual induction is very different to the initial introduction week as it is designed as an opportunity for you to develop key skills, especially those that are necessary in the first stages of a research degree, and for you to foster connections with the other members of your cohort.

A number of team-building activities, training workshops and presentations will be organised within an informal setting. It is the opportunity for you to ask questions and develop your early stage researcher networks.

Attendance is compulsory, unless valid reasons for absences are given to the Programme Manager in advance.

The GW4-CAT Induction for 2018 will run over three days and takes place early in September. Lunch, transport costs between sites and accommodation reimbursement (if required) will be provided.

Research and Specialist Training

Fellows will also have access to a wide range of core and specialist training modules to support their research and career ambitions.

In order to ensure that each fellow can access the training they require, they will complete a training needs assessment and develop a training plan alongside their supervisory team within the first month of starting their PhD.

Fellows will receive financial support towards specialist courses or training on an individual basis, subject to approval by the GW4-CAT Programme Manager.

GW4 Transferable Skills Training

GW4-CAT Fellows will also have access to a wide range of transferable skills training, including communication, writing skills and project management, at all of the participating GW4 universities (subject to availability). You will be responsible for your own travel costs. Please discuss any course fees with the GW4-CAT administrative team.

It is expected that Fellows will access a minimum of two transferrable skills training sessions per year as part of their GW4-CAT PhD.

A full list of training for postgraduate researchers is available at each of the respective universities:

University of Bristol: <http://www.bristol.ac.uk/doctoral-college/ppd/whats-available/catalogue/>

Cardiff University: <http://www.cardiff.ac.uk/doctoral-academy>



University of Exeter: <http://as.exeter.ac.uk/rdp/postgraduateresearchers/>

The GW4 doctoral training programmes page also lists opportunities:
<http://gw4.ac.uk/doctoral-development-opportunities/>

As you will be registered as a student and a member of staff at your respective institutions, i.e. where your lead supervisor is based, you should also have access to a variety of academic staff development courses, including learning and research skills. This may not count for all courses at all universities so please email the relevant administrative contact to enquire about your eligibility for a specific course before booking.

University of Bristol: <http://www.bristol.ac.uk/staffdevelopment/academic/>

Cardiff University: <http://extranet.cardiff.ac.uk/gw4/cardiff-researcher-programme>

University of Exeter: <http://as.exeter.ac.uk/rdp/researchstaff/ecr-exeter/>

To access workshops and training at institutions other than your own, you will need to email the relevant contact for the course that you would like to attend, explaining that you are part of the GW4-CAT Programme and outlining the workshop details.

Post-PhD Support

Successful trainees will have an opportunity to apply for a post-doctoral Academic Clinical Lectureship as part of a 'run-through' training scheme which will be core to the training philosophy of GW4-CAT.

Other Information

Finance

Your studentship has been awarded for a period of 3 years (full time) from the agreed start date and pro rata for part-time if agreed in advance by the Programme Directors and relevant Deanery. The studentship includes tuition fees, which are paid from our grant direct to your home institution.

You will request a budget for your research project as part of the project proposal stage of the GW4-CAT. Funding of equipment is not usually included since we expect the research environment of the supervisory teams to be well provisioned. The research budget will be finally agreed with the programme directors after your project interview and once the final draft of your proposal has been submitted and approved.



As a GW4-CAT student, you are expected to monitor your budgets in liaison with your supervisor. If you underspend your allocated budget in your first year, this can be carried over into the following years of your PhD. Similarly, if you need to draw down funds from the following year to meet an exceptional need, this can be arranged through your supervisor.

Funds to attend conferences or meetings, such as fees, travel and subsistence, or for specialist training sessions must be agreed with the Programme Manager BEFORE booking. Each request will be considered on an individual basis. However, a one-off up-front allocation of £5,000 to each trainee will be provided towards these costs.

As a rule of thumb, we would normally expect you to attend one major overseas conference towards the end of your PhD just at the time at which you have lots of data to present (in either oral or poster form) and when you will be preparing to write your thesis.

If you need to spend more than £5,000 in total on training and travel, then you are welcome to vire those funds from your consumables allocations – you will not need to ask our permission to do this but you should be aware that your total funding allocation will be cash limited (i.e. we cannot provide any top ups if you overspend as our overall grant is also cash limited!). We may consider a small additional allocation if you have an essential and fully justified additional training cost, however this will be an exception and not a rule.

For additional travel support, we strongly recommend that you consider applying to the many professional bodies out there, of which you will already either be a member or you should strongly consider becoming a member, as many of these provide very generous travel grants to their members. However, we would urge that you make sure this adds real value and does not distract from actually doing your research! Your supervisors will know the relevant bodies for you to approach.

Student representation on Management Board

As part of the GW4-CAT programme there is the opportunity to act as a student representative on the Management Board. **One or two** student representatives representing the interests of all the professions included on the programme (medical, dental, veterinary science) and the wider cohort. They will also be expected to develop a feeling of community and cohesion within the cohort, by organising events and establishing group activities where the dates are planned in advance.

Student representatives will be invited to provide feedback to the Management Board about ideas, issues and concerns on behalf of their fellow students. They may also be invited to assist in the recruitment process for future cohorts.

Disability

Your lead supervisor is the first point of contact for any disability issues. They will also provide you with details of the relevant disability representative within your institution who you can contact for further information about disability matters. Alternatively, information can be found on the relevant institutional websites:

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

Cardiff University: http://www.cardiff.ac.uk/_data/assets/pdf_file/0006/347865/disability-support-guide-16.pdf

University of Exeter: <http://www.exeter.ac.uk/wellbeing/accessability/>

Sharing of data

You will be aware that the doctoral training programme you are undertaking may include collaboration between the GW4 universities, research organisations and other partners (including the Wellcome Trust). As a result, we may need to share information about you, which may include personal data with those partners. We will require your agreement to do this as part of the European General Data Protection Regulation 2016/679.

Your personal data is processed in accordance with the Data Protection Act 1998. University of Bristol will remain a data controller for the personal data it holds, and other universities, research organisations and/or partners may also become data controllers for the relevant personal data they receive a result of their participation with the collaborative programme of doctoral training. The processing and storage of your personal data may occur outside of the EEA.

Further information can be found on your registered University's data protection webpages. If you have any queries or concerns about the use of your personal data during your time as a student, please contact your local data protection team.

Acknowledgements

As you are in receipt of a Wellcome Trust-funded studentship, please ensure that you acknowledge the Wellcome Trust and GW4-CAT Programme support on all publications, presentations, exhibitions, press announcements and other similar events. If you wish to use Wellcome or GW4-CAT logos, such as on posters or in talks, please contact the GW4-CAT office.





Photographs

During cohort activities, photographs may be taken which may be used for publicity purposes for the GW4-CAT Programme, for example on the website, leaflets and posters or disseminated via Twitter. If you do not wish to give permission, please inform the photographer at the time.

Appendix 1: Statements of Expectations

Wellcome Trust, RCUK, and other funders – Statement of Expectations for Postgraduate Training

Full text available at: <https://www.ukri.org/files/legacy/skills/statementofexpectation-revisedseptember2016v2-pdf/>

The ambitions of the Research Councils (now UKRI) and the other funders who endorse this ‘Statement of Expectations for Postgraduate Training’ are to continue to develop highly skilled researchers to achieve impact across the whole economy, as well as developing the next generation of researchers to maintain national capability. PhD training is supported through a number of mechanisms; however the principles set out below apply to all students irrespective of mechanism.

Expectations of the Students

- Students should be actively involved in managing and directing their research project and training, taking advice from their supervisor.
- Students will be expected to develop the higher-level capabilities as outlined in the Researcher Development Statement.
- Where students get the opportunity to work in a non-academic environment, they should maximise the opportunity by seeking to understand the role of research within the organisation and the wider context.
- Students are expected to participate in training and networking opportunities provided by the funding body (Wellcome Trust and GW4-CAT).
- Students should complete all information/reporting requests from the funding provider and ensure contact details are maintained.

Revised September 2016

GW4-CAT Programme Expectations of Students

The Wellcome Trust funded GW4 Clinical Academic Training fellowship you have been offered is part of a programme that trains postgraduate students in world-class research across the universities of Bristol, Cardiff and Exeter.

By accepting your offer of a GW4-CAT fellowship, you have agreed to abide by:

- the programme requirements as described in this Handbook
- the terms and conditions of the funder (Wellcome Trust)
- the Wellcome Trust 'Grant Conditions' and 'Good Research Practice' guides
- by the regulations and code of practice of your home institution for the duration of your doctoral studies and accept the jurisdiction of the Senate
- submit your thesis within 3 years (or agreed FTE) of starting the programme
- attend cohort activities when expected and to alert the Administrative Team (GW4-CAT@bristol.ac.uk) as soon as possible if you are unable to attend
- monitor your consumables budget in liaison with your supervisor

Please note, research across the GW4-CAT is diverse and addresses issues at a wide range of levels. You are expected to respect the differing research approaches and techniques used by colleagues and to behave in a considerate and professional manner at all times in your dealings with one another.

Healthy debate of research approaches and outcomes is a normal part of research and is welcomed. However, such discussions should always be conducted with respect for colleagues, acknowledging the validity of the diversity of views and approaches that can be expected in a broad programme of this type.

Appendix 2: Information for travelling between institutions

Note: Times stated below are approximations.

University of Bristol (BS8 1TH)

Campus map: <http://www.bristol.ac.uk/maps/google/>

If you are driving:	<p>Most parking is permit-only or pay and display.</p> <p>Parking is difficult and not guaranteed.</p>	<p>Visit the Bristol City Council Website for information about public car parks.</p> <p>JustPark can be used to reserve a parking space in certain locations where people have rented out spaces on driveways or in private car parks, starting from £5 a day.</p>
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Cardiff University (CF10 3XQ)

Campus map: <http://www.cardiff.ac.uk/visit/map>

If you are driving:	<p>At University it is limited: £3.50 for five hours in short stay areas, and £5 in long stay areas</p>	<p>Tariffs vary - Dumfries Place (CF10 3FN) and North Road (CF10 3DY) are the most convenient: Dumfries Place parking is £19 for more than 4 hours whereas North Road is £5.20 for all-day parking</p> <p>Visit Cardiff's city council website for details about other public car parks</p>
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University of Exeter (EX4 4QJ)

Campus map: <http://www.exeter.ac.uk/visit/directions/streathammap/>

If you are driving:	<p>Parking very limited and mostly restricted to members of staff.</p>	<p>Information about public car parks in the city centre can be found on the Exeter City Council website</p>
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