



## Research support services

---

I can draw on my extensive experience in certain areas of language education to help with research bids, journal submissions and PhD proposals.

*How does it work?*

### *Research bids and journal submissions*

The process is negotiable, with costings ranging from free to similar rates to PhD proposals. A research bid for example might include my involvement throughout the project or on the other hand you may just need a one-off look from an external critical friend. Submission to a journal could for example include co-authorship with shared exchanges throughout whole process, or alternatively you might just need help with one particular aspect. I am flexible and welcome a conversation with you – please do not hesitate to contact me.

### *PhD proposals*

In contrast to research bids and submission to journals the support that I offer for PhD proposals is clearly defined from the outset. My service needs to be seen as part of YOUR learning journey and I do not write or re-write work for you, I do not provide English language or other proof reading services. Should I agree to work with you I critically evaluate what you submit with feedback on what YOU need to do to improve it. I do not engage in ongoing discussions with you, or between you and your potential PhD supervisor. This service comprises a number of fixed steps usually 1½ hours of my human resource (HR) time. Occasionally this extends to 3 hours, which is the maximum possible.

*How does it work?*

*Step 1:* You submit a draft of your submission and include any questions which I will endeavour to answer in step 3. I briefly look through the work and decide whether I am agreeable to take it to step 2. If you have already had feedback from a potential PhD supervisor you **must** include this with your submission. You should not view the commissioning of my service as a means of ignoring or by-passing any inputs that you have already received. Even if you are commissioning my service because, to date, your proposal has been rejected it is important to understand that the quality of the service that you are commissioning will be much enhanced if I can see what my academic colleagues have already said. Note: I do not provide detailed reasons for not undertaking commissions, but typically these will vary from not having the time and/or the expertise, to not being convinced of viability. Step 1 is free of charge with a typical turn-around (not guaranteed) of 7 working days.

*Step 2:* If I agree to undertake the commission I will invoice you for 1½ hours of feedback at a fixed rate of £60, which it should be noted is under the UCU recommended rate for a Senior Lecturer at the top end of their scale. This fee is payable in pound sterling by bank transfer, cheque or PayPal.

*Step 3:* I will allocate 1½ hours of HR within 7 working days once funding has cleared (this date may not be the same as when payment is made). I use track and change and/or other feedback systems to make suggestions and recommendations. I will also endeavour to answer any questions that you have asked. It is important to be realistic about what 1½ hours HR feedback buys – this relatively short period of time is used to carefully read through the work and provide critical but constructive comments. Comments will be short and direct and help you plot what in my opinion needs to be done. The turn-around period for this is 7 working days (Monday to Fridays) starting from the day your payment has cleared. If I am unable to meet this 7 day commitment I will let you know at step 2 (i.e. before you make payment). The feedback will be sent to you “as is” and there is no obligation or intention on my part to enter into on-going exchanges as this is not included in the 1½ hours HR that you have commissioned. Typically, step 3 will be the final stage in this process and it is then up to you to progress your proposal. Occasionally, and by mutual consent, it may be possible to continue to steps 4 and 5.

*Step 4 (in occasional circumstances):* If I agree to undertake a further commission I can provide feedback on a redraft of your submission after you have had feedback from your potential PhD supervisor. You will need to send this feedback to me. I will repeat step 2 and invoice you for £60 for 1½ hours of additional HR.

#### IMPORTANT NOTES:

Commissioning my service is no guarantee that your PhD proposal will be accepted and I take no responsibility for subsequent rejection. This is YOUR research journey and I am simply providing my expertise inputs on it at a particular point.

This service is not refundable under any circumstances.

It is not possible to purchase more than 1 ½ hours of my HR at a time.

For ethical reasons should former MA students wish to put my name down as reference for PhD study I will declare that you have commissioned this service on such a reference.

Commissioning of my PhD support service is taken as full acceptance of the terms in this document which are none negotiable.

Huw Jarvis, December 2017