



**Centre for Digital
Entertainment**

Student Handbook 2019/20

Bournemouth University

Contents	Page No
Preface	4
List of CDE Directors & Staff	5
Welcome	6
About the CDE	6
What we expect from Research Engineers	7
CDE Cohort approach and Joint Activities	7
Context of CDE within BU	8
Brightspace	8
BU EngD Programme Specification and Delivery	8
Clarification of Year 4 EngD thesis delivery timescales	10
BU Annual Monitoring and Re-Enrolment	11
Research Fish	11
EngD Industrial Placement	11
Stipend top up payment	12
London Weighting	12
Supervision	12
Key Supervisor Responsibilities	13
Supervision meetings	13
Research Project and Personal Development Plans	14
CDE Staff and Roles	14
CDE Communications	14
BU FMC Communications	15
Resolution of Issues During the EngD Programme	15
Student Representatives	15
CDE Board Meetings	16
Finances	16
Training Support Fund	16
Expenses	16
Travel	17
International visits and other CDE Activities	18
Masterclasses	18
Student Led Activities	18
CDE Bi-Annual Event	18
Public Engagement	18
CDE leave procedure	18
Useful Links	19
Appendices	20

Preface to the CDE Student Handbook

The CDE is a partnership between the University of Bath and Bournemouth University; the two universities provide different Year 1 EngD taught programmes and have University specific PGR systems and support services.

Therefore the CDE student handbook is issued in two variants (i.e. the University of Bath and Bournemouth University). However, the same CDE Centre information and requirements are provided in each variant of the handbook.

In this BU handbook we summarise key information that you need to know during the 2019/20 academic year and your time with the CDE at Bournemouth University. Please read through this handbook and familiarise yourself with its contents.

Every effort is made to ensure that the information in this handbook is up-to-date. Please inform us of any errors you find.

The 2019/2020 BU CDE handbook should be read in conjunction with the 2019/20BU Code of Practice for Research Degrees.

BU CDE Handbook updated September 2019

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Welcome to the Centre for Digital Entertainment (CDE)!



The CDE welcomes those joining as the CDE 2019/20 cohort, and all the CDE Research Engineers continuing the EngD programme.

We hope that you will have an enjoyable and rewarding time with us!

Peter Hall and Jian Zhang

About the CDE

The CDE is an Engineering and Physical Sciences Research Council (EPSRC) funded, Centre for Doctoral Training (CDT) specialising in Digital Entertainment; supporting the UK creative digital media company sector including: games, visual effects, post-production and animation.

The use of digital technologies by UK industry is an increasingly important driver for expanding the UK economy and this is resulting in a strong demand for highly-skilled research talent. The CDE mission is to provide *Intellectual Property with Impact* and produce EngD Digital Media qualified technical leaders for UK industry; in response to needs identified by various UK government reports and by the UK creative industries.

Other UK industry sectors including: medical, automotive, manufacturing and heritage are now researching and developing the application of digital technology to improve productivity and provide the next generation of products, assistive technologies and entertainment experiences. The CDE is continuously expanding our industry partner base and range of EngD projects to meet the increased demand for digital media research skills outside the creative sector.

Over 40 industrial partner companies and organisations have contracted with the CDE to take our Research Engineers during their 4 year EngD Programme. We are now seeing EngD qualified former CDE REs taking senior positions within industrial partner companies and the wider UK industry sectors.

The CDE was founded in 2009 by Professor Phil Willis University of Bath (retired 2016) and Professor Jian Zhang Bournemouth University. It is funded by the EPSRC: CDE 1 was awarded £6.3 million in 2009 for 50 EngD studentships. In 2013 CDE 2 was awarded £4.8 million with additional funding from both Universities, supporting a further 50 EngD studentships starting September 2014.



The CDE is a joint venture between the University of Bath and Bournemouth University. As an EPSRC-funded CDT we offer a four year EngD programme consisting of one year skills-building taught programme at each University, followed by a three year Research Engineer placement with an industry partner. During your time as a Research Engineer (RE) you are guided jointly by an academic supervisor and an Industry Supervisor. You are not employed by the industry partner company and remain a full-time PGR of the university throughout the placement period.

World class industrial based R&D is fundamental to your EngD, being based with the industrial partner for the three research years, you gain exceptional industry skills and your research findings can be quickly implemented, realising commercial benefits. This makes for a rewarding mix of classic University research and fast impact on the commercial world.

A Masters level taught first year followed by three years of research - leads to an Engineering Doctorate (EngD) degree. The EngD title reflects the practical nature of the research and the broad experience you gain; however the academic standard is identical to that for a PhD.

What we expect from CDE Research Engineers

The EngD is a significant step-up from the taught degree model; it needs a significant step-up in your approach. You should take firm control of your EngD progress by making sure you get the training provided by the University and the Supervision you need. Make sure you keep your eye firmly on the need to do innovative research and to publish papers in high-quality academically-refereed outlets. Research is never delivered to a research student; it is something you have to make happen within the required timescale.

REs do their research in a company where there may be many interesting distractions. Always ask: "Will what I am doing bring me closer to the research standard required to complete my EngD?" An ideal company project weaves practical and professional experience with the research itself. We do offer valuable short skills courses but in the long run "company experience" and "research experience" should happen all the time. You should always be developing the skills to do top-quality research in industry. If this isn't happening, talk to your academic supervisor in the first instance; CDE Project Managers can also assist you.

CDE Cohort approach and joint activities

You are a member of an established cohort of BU and Bath CDE REs who are either on a taught Year 1 or are placed in companies around the UK. The CDE also has PhD students who are incorporated into the Centre; some are funded through the EU's Marie Curie Fellowship scheme.

All CDE REs undertake centre activities together and your participation in these activities such as public engagement, and CDE promotion events is required.



Context of CDE within BU

The BU CDE is a Faculty of Media and Communication (FMC) research centre; and all BU CDE REs are FMC Post Graduate Researchers (PGR). The FMC provides research administration support to PGRs to ensure completion of the BU Research Degrees process for the EngD programme. Please contact Mike Board BU CDE RPM for further information.

In addition the BU Doctoral College provides PGR training and support; and also manages the Research Degrees administration processes and procedures; detailed in the BU Code of Practice for Research Degrees:

<https://intranetsp.bournemouth.ac.uk/pandptest/8a-code-of-practice-for-research-degrees.PDF>

Research Pad is the BU Doctoral College Research Administration management system that is used to document PGR progress and manage / record research degree milestone completion.

<https://intranetsp.bournemouth.ac.uk/documentsrep/ResearchPAD%20Manual%20-%20PGR.pdf>

Please note that Research Pad **does not** send individual prompts re deliverables and milestone completion during the 4 year programme. It is the responsibility of the PGR and their BU academic supervisor to manage the successful completion of each EngD programme deliverable / milestone by the required completion date. The FMC research administrators advise Supervisors and PGRs with process issues, viva arrangements etc; Mike Board is the BU EngD research administrator.

BU Doctoral College provides PGR training and support accessible over the duration of EngD programme; see <https://www1.bournemouth.ac.uk/study/postgraduate-research/about-graduate-school/support-postgraduate-research-students/graduate-schools-researcher-development-programme> It is advised that CDE REs access as much PGR training as possible in Year 1; prior to commencing their industrial placement when time for such training may be limited.

Brightspace

Brightspace is the BU Virtual Learning Environment; it is the access route to taught component material and access to the BU Doctoral College Community. You can access Brightspace via <https://www1.bournemouth.ac.uk/students/log-services>

Brightspace will enable you to find and sign up for the VITAE and Epigeum online researcher development programmes. You will also find access to library materials including e-journals.

The BU Research and Knowledge Exchange Office (RKEO) provides project delivery support to the BU CDE staff re equipment purchases, overseas travel bookings etc for CDE REs; and other research support including Research Fish submissions, Research Ethics etc.

<https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/researchdevelopmentsupport/>

BU EngD Digital Media Programme Specification and Delivery

The component parts for the award of BU EngD and other possible award outcomes (MRes and MPhil) are outlined in the BU EngD programme specification, Faculty of Media and Communication; as summarised in Figure 1 page 10. The generic University outcomes for the award of MRes and MPhil are outlined in the BU Code of Practice for Research Degrees.

Programme Diagram: Doctor of Engineering Digital Media (EngD)

Year 4 Research Component:
Submission of EngD Thesis up to 40,000 words.
Assessment by Viva Voce (year 5).

Exit Qualification:
Engineering Doctorate Digital Media

Year 4 PGR Research Skills:
via the BU PGR researcher development programme.

Year 3 Progression Requirements:
Successful Completion of 2 years Industrial Placement

Year 3 Research Component:
Publication of Conference Paper or Journal Paper.

Year 3 Taught Units Postgraduate level:

As per Year 1;
additional specific BU M level taught courses
and industry training courses as required by an
individual EngD PGR.

Year 3 PGR Research Skills:
via the BU PGR researcher development programme.

Year 2 Progression Requirements:
Completed Major Review and year 1 of Industrial Placement

Year 2 Research Component
PGR Major Review assessed by BU panel

Year 2 Taught Units Postgraduate level:

As per Year 1;
additional specific BU M level taught courses and
industry training courses as required by an
individual EngD PGR.

Year 2 PGR Research Skills:
via the BU PGR researcher development programme.

Year 1 Progression Requirements:
Successful completion of Probationary Review,
attainment of at least 20 credits, and has
commenced Industrial Placement.

Exit qualification:
MRes Digital Media by thesis

Year 1 Research Component: Supervisor directed
research study for MRes and Probationary Review

Year 1 Taught Units Postgraduate level:

At least 40 M level credits chosen from:
BU MSc Computer Animation and Visual Effects:
Animation Software Engineering
CGI Tools or CGI Techniques
BU CDE unit: Numerical Analysis for Optimisation
BU CEMP MA Media Business Units (short courses)

Year 1 PGR Research Skills:
via the BU PGR researcher development programme

Figure 1 Summary of the BU EngD 4 year programme specification.

A summary of the required EngD deliverables by year and timescale is given in Table 1 below.

BU EngD Programme	Component	Deliverable	Progression requirement and Milestone completion date
Year 1 MREs	Taught Modules Masters Level. See Figure 1 for full range of modules available.	Completion of 40M level credits from selected modules.	Attainment of least 20M level credits within 12 months of start date.
	Supervisor Lead Research project	Probationary Review based on research project output.	Probationary Review process completed within 12 months of start date
	Secure 3 year Industrial Placement; with support from the CDE team	A completed Company Agreement between BU & Industrial Partner.	Within 12 months of start date
Year 2 Candidate EngD	Transfer to EngD	Major Review successful completion	Within 24 months of start date
Year 3 EngD	Research Publication* with acknowledgement of EPSRC Grant funding	Journal or Conference Paper	Within 36 months of start date
Year 4 EngD	Supervisor Approved EngD Thesis	EngD thesis / portfolio	Within 48 months of start date
<p>*All publications, presentations and the EngD thesis must acknowledge the EPSRC grant funding of CDE, and state the relevant grant code CDE1: EP/G037736/1 (up to 2013/14 cohort) CDE2: EP/L016540/1 (2014/15 cohort and subsequent intakes)</p> <p>Please note it is good practice for BU CDE REs to include all the supervisory team as named co-authors on any publication. Please speak to Prof Jian Zhang if further guidance is required.</p>			

Table 1 Summary of the required EngD programme deliverables by year and timescale

Clarification of Year 4 EngD Thesis delivery timescales

Please note the timescale below is for those PGRs enrolled in September. Please adjust for your specific enrolment month as required.

You should request your BU 1st supervisor to complete the intention to submit section on Research Pad by the End of April of Year 4.

You are required to deliver a Supervisor Approved EngD Thesis to the CDE by mid-September of Year 4. See Figure 1. This is considered to be a successful Research Degree outcome by BU and the EPSRC.

To achieve this you should aim to deliver by early July of Year 4, a final draft thesis for review by your 1st Supervisor; and then your subsequent amendment and delivery of the soft bound Supervisor Approved EngD Thesis by mid-September of Year 4.

Your viva will then take place in the early part of Year 5; typically you will complete any corrections and provide at least two hardcopies of the Thesis to BU CDE. An Award Letter is then issued by the BU Doctoral College confirming award of your doctorate. You then attend the BU graduation the following November.

Please note: If you do not submit a supervisor approved thesis to CDE by mid-September Year 4, you will be eligible to register as BU PGR Year 5 at a reduced fee of £600. You will not receive a CDE stipend or fees funding in Year 5.

BU Annual Monitoring and re-enrolment

FMC requires that all PGRs and their Supervisors complete an annual monitoring report submitted to Research Pad by 01 June 2020. The annual monitoring report is reviewed by the FMC Deputy Dean for Research and Professional Practice. More information is provided in Section 7.6 of the Code of Practice for Research Degrees.

PGRs who have submitted a copy of their thesis for examination before the 1st June are exempt from annual monitoring.

PGRs are required to re-enrol with their Faculty at the beginning of each academic year (normally 1 August) but will not be able to do so until the Annual Monitoring process has been completed. Should the PGR fail to complete the re-enrolment process fully by 20th September, measures will be taken to disable their Active Directory account (which allows access to their login) and for their Supervisors to suspend supervision until all the necessary processes have been completed. Re-enrolment is an on-line process and details are sent to each PGR by the Postgraduate Research Administrator in advance of the opening of re-enrolment.

Research Fish

Research Fish is an online survey that collects research outcomes for funders such as the EPSRC to help them track the impacts of their investments. Providing details of the outputs produced during your doctoral research is a condition of your scholarship funding. Research Councils apply sanctions on the University for non-compliance, preventing future students from benefitting from scholarship funding.

You will need to provide this information every year until three years after your studentship has finished. BU RKEO and the EPSRC will contact you ahead of the annual submission period using your University email address.

EngD Industrial Placement

Following the first year taught programme and supervised research project each student will undertake up to three years supervised research based in an external industry partner company.

The CDE company partnership should be secured during the first year. Finding a company placement is a joint activity between the student and the CDE staff. Please see the CDE placement policy in Appendix A. The CDE staff will contact companies on behalf of the students, but welcome identification by the students of suitable companies. Where students identify potential companies, please provide as much detail as possible, including contact names and R&D project details. As the commercial details of the arrangement between the University and the Company can take upwards of 4 months to finalise, it is essential that students start thinking about potential placements as soon as possible in year 1.

Any company where a student is placed needs to be sufficiently large to have: an active R&D function, the expertise to provide an industrial supervisor, financial stability, including an agreed financial contribution to CDE, over the 4 year CDE programme duration.

Any restriction placed by a student in relation to geographical location may limit the success of finding a company placement; students are encouraged to be as flexible as possible with respect to company partners and specific R&D projects. A student will be interviewed and their skills assessed by a company to determine their suitability for a specific R&D project.

Once you have accepted a placement, the University and the company will draw up a contract between them. You are not party to this contract and do not have to sign it. You will, however, be asked to sign a Deed of assignment of IP to the University. For the duration of your placement you remain a registered PGR student at the University and are not employed by the company, and therefore you do not have associated employee rights.

Please ensure that you do not make any substantial arrangements for your placement such as committing to accommodation until it has been confirmed that the contract between the University and the company has been signed, as this process can take some time. Please liaise with the Centre Manager for confirmation on this.

Stipend Top Up Payment

Where the company is making an appropriate contribution to the CDE, a tax free (pro-rata) stipend top-up of up to £4K per year is payable. There will be no stipend top-up paid when a CDE RE is not in placement.

London Weighting

For 2019/20, CDE students whose EngD placement and accommodation is within the Metropolitan Police District (<http://content.met.police.uk/Page/YourBorough>) are eligible for an additional London Weighting grant of £2000 per year.

Supervision

Over the course of the four year EngD programme, you will be supported by a supervisory team; comprised of:

- 1st and 2nd BU academic supervisors from the start of Year 1. Prof Jian Zhang, BU Centre Director will meet with you during BU induction week, to understand your research interests in detail and subsequently confirm your BU academic supervisors.
- On commencing the EngD placement (Year 2) an industrial supervisor from the partner company. The team may also include additional academic supervisors (including from other BU Faculties or from University of Bath) who have particular specialities that can benefit the research project.

The aim of a supervisory team is to ensure that each student has access to a breadth of academic and industry experience and knowledge, not only across the research discipline but also for general researcher training and support. The supervisory team also acts as a mutual support group, to ensure that the partner company and the CDE RE fully understand what each party is expecting.

The industrial and lead academic supervisors' roles are to guide you in planning and delivering the research project. The industrial supervisor will advise on the strategic importance and industrial relevance of the work to the company. The academic supervisor should ensure the project work meets the requirements of the degree and that there is sufficient awareness and depth of understanding demonstrated in your research outputs. You should expect your supervisors to give you achievable targets and give clear guidance on completion of EngD milestones.

The BU academic supervisors should:

- Act as your first point of contact and ensure you feel part of the University, and the BU PGR community;

- Ensure you have access to relevant training and support;
- Make you aware of the University's expectations regarding plagiarism and provide guidance on the production of the EngD thesis.

The industrial supervisor should ensure you are welcomed into the company and have access to any induction or training programmes you need. They should also ensure you are aware of your responsibilities and expected conduct within the workplace. They should ensure you are able to achieve the agreed research aims and provide supervision as specified by the CDE supervisor's handbook.

Key Supervisor Responsibilities

Academic Supervisor

- Ensure completion of the Year 1 taught programme and lead your research agenda
- Advise you on the depth of understanding and analysis
- Ensure you have the relevant inductions
- Guide you on professional training to enhance your skills
- Help you use your training support fee to the best effect
- Regularly meet with you and, when you have one, the industrial Supervisor to monitor and record progress
- Guide you on thesis preparation including suitability of evidence

Industrial Supervisor

- Help guide your research agenda
- Advise you on the strategic importance and industrial relevance of your work
- Ensure you have the relevant company induction and work place training
- Ensure you are aware of company expectations regarding conduct and what material is suitable for disclosure to public sphere
- Ensure company colleagues fully understand the nature of your role as a research student embedded in a company
- Be the first point of contact to clear your presentations to any external audience
- Guide you to professional training to enhance your skills
- Regularly meet with you and the academic supervisor to monitor and record progress
- Allow you time offsite to attend conferences, development and public understanding events and to complete any work required by the University. Time spent on such matters is an integral part of the degree programme and must not be booked as leave.

Supervision Meetings

In year 1 you must have regular weekly meetings with your BU academic supervisors. These meetings must be documented by CDE RE and submitted to Research Pad. See BU Code of Practice for Research Degrees.

In years two to four, when you are situated with your partner company we recommend that you have contact with your academic supervisors weekly (be this via telephone or Skype) and meet face to face once a month. You should also meet with your Industrial Supervisor weekly. You and your academic and industrial supervisors should meet together at least once every 3 months at either the company office, or an agreed venue. You should ensure these meetings happen and are in everyone's diary. All meetings must be documented by the CDE RE and submitted to Research Pad. See BU Code of Practice for Research Degrees. In addition a brief note on 3 month progress must be provided to the BU CDE RPM.

Research Plan and Personal Development Plan

In accordance with best practice, you should work with your supervisors (principally the 1st BU Supervisor) to produce a live research plan and a personal development plan. The research plan should be started during the Year 1 supervisor research project phase and developed once the EngD R&D proposal is completed for the company agreement; and then further developed and updated for delivery of the EngD R&D during the 3 year company placement. The research plan must include the key BU EngD academic deliverables including a BU data management plan, and the Industry Partner R&D deliverables. The Research Plan should be sent by the BU 1st Supervisor to Prof Zhang at the end of each year for review.

A Research plan enables:

- The CDE RE to meet key academic milestones on time.
- All stakeholders to monitor progress
- Mitigation of known problems that could occur during the EngD R&D project

The research plan is vital to mitigate potential communication issues due to the EngD placement being offsite from BU. It should cover the entire EngD placement and include aims and objectives, and deadlines and deliverables. It should describe the literature gap and the pathway to impact.

The plan must include a schedule of meetings, both remotely and face-to-face. It must include provision for the student to attend CDE events and to write-up the Major Review report and the final thesis or portfolio.

Further guidance on the CDE research plan is provided in the CDE guidance for supervisors available from the CDE website.

CDE Staff and Roles

There are two CDE directors, one at each university site: Prof Jain Zhang BU and Prof Peter Hall Bath. The Directors provide academic direction to the CDE. They are responsible for determining the breadth of the areas that CDE students study and the suitability of EngD placements. The directors interact with the EPSRC funding body so that CDE can respond appropriately to a variable funding landscape.

There is one centre manager: To Be Appointed by Bath. The centre manager is responsible for running the CDE on a day to day basis. This includes: budget control, inter-site (Bath, Bournemouth) relationships, communications, organising management meetings, and staff management. The centre manager also represents the CDE at meetings and events, liaises with industry, and writes reports on CDE progress for the funding body.

The two Research Project Managers (Mike Board BU and Sarah Parry Bath) are responsible for recruiting students into the CDE programme, facilitating company partnerships and negotiating placement agreements. The agreement is based on a standard CDE contract model. The RPMs also liaise with industry partners and academics.

The two Events Coordinators (Zoe Leonard BU and Becca Knight Bath) are responsible for aspects of day-to-day running of CDE and for CDE event organisation.

CDE Communications

The CDE team are available during University office hours and welcome email, phone-calls and drop-ins at any time. Contact details for all CDE staff are provided on Page 2.

There is a Research Engineers mailing list for Bournemouth and Bath students, which also includes CDE staff:

cde-students@lists.bath.ac.uk

There is a Research Engineers mailing list that does not include any members of staff:

cde-students-only@lists.bath.ac.uk

Please feel free to use these mailing lists to communicate with the CDE community.

CDE Web Site and Blog

The Centre for Digital Entertainment runs a blog and news pages in order to share news and events <http://digital-entertainment.org/>; Research Engineers should contribute to the Blog and CDE events. The website is managed by Zoe Leonard and Becca Knight. Please get in touch with them to share your successes, conference experiences, news items and photos. All ideas are welcome! If you have any concern or objection to your personal information / data being publicly available on CDE website, please discuss this with the BU CDE Research Project Manager.

Twitter

The CDE has an active Twitter account. You can follow us @centre_digi_ent.

Facebook

There is a CDE Student Facebook group that you can join:

<https://www.facebook.com/groups/CDEstudents>

BU FMC communications

As a BU PGR you will receive e-mail communication from FMC Research Student community, the BU Doctoral College and other BU support services. The FMC academic responsible for FMC Research is Dr Einar Thorsen, Acting Deputy Dean for Research and Professional Practice: ethorsen@bournemouth.ac.uk and 01202 968838.

Resolution of any issues arising during the EngD programme

The EngD is a complex academic research programme with a variety of stakeholders; and as a CDE RE you work in an industry placement environment. This can lead to specific issues that need to be resolved by dialogue between the various parties. It is therefore essential that you remain in regular contact with your supervisors and the CDE team; and raise issues of concern to you at the earliest time. You are encouraged to raise any personal concerns via a number of routes including: the CDE student Representatives, your BU Supervisors, BU CDE Research Project Manager, and the BU CDE Director.

There are monthly meetings between BU CDE RE representatives and the BU CDE team where BU student issues can be raised and discussed. See below.

Your wellbeing is extremely important and additional support services are available from BU. Please see <https://www1.bournemouth.ac.uk/why-bu/student-wellbeing> for details.

Student Representatives

2019/20 BU CDE Reps are Kari Noriy and Neerav Nagda. New Reps will be appointed for 2020/2021.

Each academic year will see a call for new Student Representatives. We require at least one first year rep and another representing all other cohorts within the CDE EngD.

The roles and responsibilities of a student rep include:

- Maintaining communication with other BU registered CDE REs
- Maintaining communication with Bath Student Reps
- Maintaining communication with other Bath REs
- Regular meetings with the BU CDE Project Management Team
- Raising any areas of concern amongst the REs to the Project Management Team
- Generating general feedback from the students
- Generating feedback from students regarding specific master classes, events etc
- Participating in the arrangement of the student lead activities (social events, writing retreat, annual conference)
- Encouraging cohort participation in CDE activities

Due to the widespread nature of EngD placements, much of the communication with other REs is via email or the student Facebook page.

CDE Board Meetings

The CDE has a Professional Board which includes representatives from our students and the EPSRC. It aims to meet once a quarter, usually alternating between Bath and Bournemouth. Student reps can raise feedback on behalf of all our Research Engineers.

There is also a Professional Advisory Board, with representatives from our partner companies and sector bodies, to help guide our development. This takes place once a year.

Finances

Training Support Fund

You have a generous Training Support Fund (TSF) of £10,000 for the duration of your EngD Digital Entertainment. This is so that you can attend conferences/events, buy appropriate equipment and other activities supporting your research. Your academic supervisor approves the expenditure that you request and is responsible for ensuring the University's processes and standards are followed. Any expenses must be approved in advance by your academic supervisor.

You will be allocated a Project Code at the beginning of the year to which the BU CDE team will use to charge equipment, expenses and conference payments through the University's finance system.

It is important that you discuss your budget with Mike Board BU CDE RPM and your supervisor on a regular basis. In particular, plan ahead for known expenses such as conferences. It is a condition that, following attendance at any event either in the UK or abroad, you submit a brief written report (including photos where possible) outlining how the event is relevant to your research. Elements of these reports will be used to update the website/blog and as case studies for EPSRC.

All equipment purchases must be approved in advance by your academic supervisor and must be paid from your TSF budget (Training Support Fund). The University has specific suppliers and all purchases must be made through the University processes, with your supervisor's approval and sign off from the BU CDE RPM.

Please note that all equipment purchased by the CDE and BU including: laptops, other hardware / equipment, software etc remains the property of the University and must be returned to the CDE Research Project Manager when you complete or exit the EngD programme.

Claiming expenses

Reasonable expenses such as food, drinks, rail tickets etc while travelling on CDE business for reasons approved by your supervisor can be claimed in keeping with University policy.

You must complete a BU expense claim form (below) and submit this with scanned copies of your receipts (numbered and corresponding with your expense form) via e-mail to Zoe Leonard for processing.

Claims must consist of:

- the correctly completed BU staff expenses form:
<https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/financeandperformance/procurement/businesstravel/expensesforms/>
- an email to Zoe Leonard with the completed claim form (Excel format only) and the scanned and numbered receipts.

Prepayment of larger expenses

The Centre can cover up-front costs for CDE REs. This means that REs can avoid using their own money for expensive items such as conference registration, hotel reservations etc and then having to reclaim. Please gain supervisor approval by e-mail for such items and then send the request to Zoe Leonard BU CDE events co-ordinator for processing.

UK Travel

BU guidance on UK business travel is provided at:

<https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/financeandperformance/procurement/businesstravel/>

BU CDE PGRs must complete a student development request form prior to travelling within the UK.

<https://intranetsp.bournemouth.ac.uk/formsrep/Student%20Development%20Request%20Form.docx>

Approval to travel must be provided by your academic supervisor. Public transport should be used whenever possible.

The completed form and supervisor approval must be sent to Zoe Leonard for processing; Zoe will then make the travel booking via Keytravel.

A BU risk assessment for UK travel whilst on CDE business is provided below:



BU CDE UK travel risk
assessment.docx

And is also on the CDE website <http://www.digital-entertainment.org/cde-documents/cde-documents-copy/>

International Travel

BU guidance on international travel is provided at:

<https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/financeandperformance/procurement/businesstravel/>

International travel arrangements for BU CDE REs must be booked via Zoe Leonard. BU CDE PGRs must complete the student development request form, and gain approval from their supervisor via

email. Please e-mail the completed form and supervisor approval to Zoe Leonard for processing. Zoe will then make the travel booking via Keytravel.

<https://intranetsp.bournemouth.ac.uk/formsrep/Student%20Development%20Request%20Form.docx>

CDE International visits and other CDE Activities

CDE2 students have the opportunity to apply for funding for international visits, of one month minimum, so that you can experience research and industry work abroad. There will be a rolling competition for funding of up to £5,000 per CDE2 student for an international visit. The application requirements and process is provided in Appendix B.

Master Classes

During the academic year you will also have the opportunity to attend a range of Master Classes given by our partner companies, external organisations and academics. These are not assessed and cover topics that are hard to teach in a conventional university course such as how to manage software development in a fast-changing world, how to pitch an idea to a company and commercial skills.

Student Led Activities

Students are also encouraged to arrange events themselves. Examples of this are Coding Retreats and Writing Retreats. In addition the Digital Economy Network of eleven EPSRC funded CDTs <https://digitaleconomynetwork.com/> provides collaboration opportunities and research training activities.

CDE Annual Events

The CDE holds bi-annual events (Winter and Summer) where all students are encouraged to showcase their research to an invited audience of academics, researchers and industry leaders. Attendance at these events is mandatory for all CDE REs.

Public Engagement

Public Engagement is an important part of any research and students are encouraged to undertake public engagement training and planning prior to a range of events they may participate in such as the BU Festival of Learning. Participation in Public Engagement activities is a condition of your studentship funding.

CDE Leave Procedure

The leave entitlement for BU CDE REs is as per the entitlement for BU PGRs. Therefore you are entitled to a total of 30 days) annual leave (excluding public holidays and BU Christmas closures) during each 12 month period (starting with the first day of your studentship).

The leave procedure is:

- 1) CDE RE to request and agree leave periods with their industrial supervisor and academic supervisor;
- 2) CDE RE completes the annual leave sheet and BU academic supervisor signs approval.
- 3) A copy of the leave sheet is then sent to Mike Board BU CDE RPM.
- 4) The industrial partner company can also keep a record of the leave days taken.

The BU CDE leave sheet is provided below:



CDE- leave
sheet-2019-20.docx

Useful Links

Association of Engineering Doctorates = <http://www.aengd.org.uk/>

CDE = <http://www.digital-entertainment.org/>

Creative England = <http://www.creativeengland.co.uk/>

Digital Catapult - <https://www.digitalcatapultcentre.org.uk/>

Digital Economy Network = <https://digitaleconomynetwork.com/>

EPSRC = <https://www.epsrc.ac.uk/>

University of Bath = <http://www.bath.ac.uk/staff/>

TIGA = <https://tiga.org/>

Appendix A

Placements policy

The Centre for Digital Entertainment works with a broad range of companies, in the entertainment sector and beyond. Over the years, our students' skills in machine learning, computer vision, computer graphics, special effects and computer animation have become sought after, not just by visual effects, games and animation companies, but also by the health, engineering and marketing sectors and this is growing. All of our company partners offer students the opportunity to develop their research skills in these key areas within an industrial environment. We encourage students to consider their research projects on the basis of the skills development they offer, and not just the sector or company type.

This policy is not new, but we are responding to the request for clearer communications, so have put more of the detail in writing.

1. Finding a company placement is a joint partnership activity between the student and the CDE staff.
2. Progression to the second year is not possible without securing a company placement except under exceptional circumstances and only if approved by the Director or Co-Director.
3. Students should not attend an interview with a company if they have no intention of accepting the placement.
4. Students should not be refusing placements without very good reason, and without discussing this with the CDE Acting Director / Co-Director.
5. Funding may be withdrawn if a student turns down a placement, on the discretion of the Director / Co-Director.
6. As the commercial details of the arrangement between the University and the company can take upwards of 4 months to finalise, it is essential that students start thinking about potential placements as soon as possible in year 1.
7. Any company where a student is placed needs to be sufficiently large to have: an active R&D function, the expertise to provide an industrial supervisor, financial stability, including an agreed financial contribution to CDE, over the 4 year CDE programme duration. The CDE staff will contact companies on behalf of the students but welcome identification by the students of suitable companies.
8. Any restriction placed by a student in relation to geographical location may limit the success of finding a company placement; students are encouraged to be as flexible as possible with respect to company partners and specific R&D projects. A student will be interviewed and their skills may be assessed by a company to determine their suitability for a specific R&D project.
9. Once you have accepted a placement, the University and the company will draw up a contract between them. You are not party to this contract and do not have to sign it. You will, however, be asked to sign a Deed of assignment of IP to the University. For the duration of your placement you are still a registered student at the University and are not employed by the company and therefore do not have associated employee rights. Please ensure that you do not make any substantial arrangements for your placement such as committing to accommodation until it has been confirmed that the contract between the University and the company has been signed, as this process can take some time. Please liaise with the Centre Manager for confirmation on this.

Appendix B

International visits Opportunity for CDE students to apply for funding

For CDE2 students, we have the opportunity to offer funding for international visits, of one month minimum, so that you can experience different cultures.

There will be a rolling competition for funding of up to £5,000 per CDE2 student for an international visit.

- Students on placement could apply for funding to visit another division of their host company.
- Students in their first year could apply for funding to visit a university in another country, as part of their research project. Subject to good academic performance and significant participatory contribution to the CDE during Year 1.
- Applications can be made at any time and will normally be considered at quarterly Project Board meetings unless there is a need for a faster response to an unexpected and timely opportunity.

Please note:

- Students can only win one International Visit award.
- An application must be endorsed by both academic and industry supervisors.
- CDE2 students include those who have started their course on or after September 2014.

Awards will be made using the following criteria.

1. Benefits for your research;
2. Benefits to the CDE, e.g. reputation, new leads of collaboration, finance or in-kind contributions;
3. Value for money for the CDE, e.g. cheaper accommodation, complementary funds, whether it can be combined with another funded activity, such as conferences;
4. Letters / emails demonstrating support from the host institution;
5. Your engagement reporting back to the CDE about your trip. This report is mandatory and will be used to inform other students and our funder. You may also be required to do a presentation on your International Visit at the CDE annual conference.
6. Feasibility of the travel plan and whether the trip will interfere with your research deliverables/ programme, including EngD thesis submission.

We welcome feedback on this opportunity, which will be reviewed regularly by the CDE Project Board and is subject to change.

Please contact Mike Board (boardm@bournemouth.ac.uk; 01202 966775) if you have any queries or would like to apply.

DC
18/01/2017

Application for Funding for an International Visit

Name	
Where do you want to visit?	
When do you want to visit (minimum of one month expected)?	
Why do you want to visit?	
How will this benefit your research and fit into your research schedule?	
Funding required (please provide details of what this total covers, e.g. flights, accommodation, etc.)	
Please identify any complementary funding or if you're coinciding this visit with a conference	
Is there any other information you wish to provide?	

Please attach any letters/emails of support from the institution you intend to visit, if available / relevant.

Please submit this form to Mike Board boardm@bournemouth.ac.uk.

By submitting this form, you agree that you will provide a report on your visit to the CDE and do a presentation, if requested.

Signed by Student:

Signed by Academic Supervisor:

Signed by Industrial Supervisor:
(electronic signatures are acceptable)