

**Clean**

**Growth &**

**Future Mobility**

**Postgraduate Researcher Handbook**

**Academic Year 2023 / 2024**

**The transport sector is currently going through a technological revolution, with the push for decarbonisation accelerating electric vehicle adoption and autonomous mobility creating an unprecedented demand for research and development. Coventry University has long been associated with the Transport sector, through our teaching, research, and consultancy. Our Institute for Clean Growth and Future Mobility brings together world class expertise in disciplines across art and design, human factors, engineering, and manufacturing, to deliver our vision of “safe and sustainable transport solutions fit for the cities of the future”.**

**Introduction**

Covering the full spectrum of land, rail, air and water-based transport, we address the whole innovation chain from design, materials, manufacturing, advanced systems and e-mobility.

We take a fresh approach to the challenges facing society by bringing together multi-disciplinary teams with access to an impressive array of state-of-the art facilities. Our work allows us to lead in challenge-led research developing new mobility solutions, materials, and manufacturing solutions.

We have a unique position in UK universities – with over 100 research staff and 120+ PhD research students in the Institute capitalising on our links with Coventry City, its status as a European Living Lab for transport and our close collaboration and joint initiatives with major companies and commercial organisations such as Unipart, FEV, Horiba MIRA & Motability.

We are working in exciting times with major challenges being presented by the move towards increased automation, the increasing age and urbanisation of our population, new materials, and manufacturing processes and by the need to move towards sustainable non-polluting transport as quickly as possible

**Our Areas of Research:**

***E-Mobility:***

**CALPs Director:** Simon Shepherd [ad3630@coventry.ac.uk](mailto:ad3630@coventry.ac.uk)

**Centre Director:** Rohit Bhagat [ad1502@coventry.ac.uk](mailto:ad1502@coventry.ac.uk)

C-ALPS works across the automotive, aerospace, and marine and rail industries to support these sectors create cleaner mobility and help develop the supply chain so that it can deliver these rapidly developing ‘enabling’ technologies.

Global engineering consultancy [**FEV** i](https://www.fev.com/united-kingdom.html)s a founding partner, with its UK commercial operations co-located in the C-ALPS facility. This strategic research partnership aims to help guide and support cutting-edge academic research through industry collaboration and joint projects.

The C-ALPS team and FEV also work independently with customers/partners and this has already led to engagement with a number of other leading organisations within funded research projects.

The C-ALPS team focus on the four research areas of the Institute for Clean Growth and Future Mobility’s Centre for E-Mobility and Clean Growth

* Electrochemical energy storage
* Hydrogen fuel cells
* Power electronics
* Electric machines

C-ALPS’ researchers and partners collaborate closely within this diverse and multi-disciplined research environment, focusing on creating integrated propulsion systems that meet both the needs of our partners and the planet.

The Centre also benefits from being part of the broader Institute for Clean Growth and Future Mobility, with exciting opportunities being explored in joint research within the fields of advanced manufacturing and materials, cyber security, connected and autonomous vehicles and vehicle design.

***Future Transport & Cities:***

**CCAAR & NTDC Director:** Kevin Vincent [aa7850@coventry.ac.uk](mailto:aa7850@coventry.ac.uk)

**Centre Director:** Stewart Birrell [ad2998@coventry.ac.uk](mailto:ad2998@coventry.ac.uk)

The Centre for Future Transport and Cities offer a dynamic research environment at the forefront of mobility innovation in a rapidly changing technology-enabled world. Our truly multi-disciplinary teams develop knowledge through frontline, cutting-edge applied research enabled by strong internal and external networks. We use robust scientific methods coupled with innovative modelling and simulation techniques, to guide and develop solutions and inform policy on the next generation of transport, mobility, and the environments in which they take place. Our core research themes include

1. Structures, Systems and Autonomy
2. Transport Safety and Simulation
3. Systems Security
4. Design and Human Factors

Our partnerships and facilities include

* Centre for Connected & Autonomous Automotive Research ([**CCAAR**),](https://ccaar.co.uk/partners/horiba-mira/) which is a collaboration between [**HORIBA MIRA** a](https://www.miratechnologypark.com/)nd Coventry University. It brings together experimentation and study to provide the underpinning knowledge and research that supports the rapid growth within the global intelligent mobility sector to address future transport needs. Located on an existing site at the heart of MIRA Technology Park, CCAAR’s core objectives are to provide an environment to simulate, test and evaluate the security and safety of Connected Autonomous Vehicles (CAV), undertake research to accelerate the development of new products and services in the CAV segment, and produce a pipeline of talent to support growth of the CAV segment.
* National Transport Design Centre [(**NTDC**),](https://www.coventry.ac.uk/research/areas-of-research/institute-for-future-transport-and-cities/our-facilities/national-transport-design-centre/) which is a state-of-the-art facility that explores the future of transport design amidst a rapidly evolving mobility sector, identifying novel applications for both new and existing technologies. The NTDC operates in a cross-disciplinary manner, bringing together designers, human factors specialists, psychologists, and technologists, to support research into a variety of fields including human factors in future transport, design ergonomics, user experiences and accessibility and inclusive design, all enabled by state-of-the-art visualisation and simulation techniques, modelling and shaping technologies, and design tools to address future mobility challenges. The NTDC also host the National Centre for Accessible Transport (NCAT), a £20m programme funded by the charity Motability.

***Manufacturing & Materials:***

**AME & Centre Director:** Marcos Kauffman [ac5376@coventry.ac.uk](mailto:ac5376@coventry.ac.uk)

The Research Centre for Manufacturing and Materials (CMM) at Coventry University focuses on improvements to the whole life-cycle of materials, products and processes to improve their efficiency and effectiveness and address the major challenges in sustainability and productivity that are increasingly faced by UK manufacturing industry.

Out team has a strong track-record on outstanding academic outputs, impact and revenue generation through a balanced portfolio of fundamental and applied research, which is also supported by an industry driven approach to teaching and commercial research.

Our key research areas include:

* Metrology
* Digital Manufacturing
* Functional Materials and Chemistry
* Structural Integrity and Non-Destructive Testing
* Laser Processing and Joining
* Sustainable Manufacturing
* Technology and Innovation Management

The Advanced Manufacturing and Engineering ([AME)](https://www.coventry.ac.uk/ame/) is our centre’s translational institute. The AME vision is to create a centre of engineering excellence for innovative teaching and research, in a real-world manufacturing environment that delivers industry-ready graduates, upskilled engineers and manufacturing leaders and technologies to enable business growth in the UK manufacturing industry.

The AME host the CMM laboratories and research facilities which were originally created in partnership with [Unipart Manufacturing Group,](https://www.unipartmanufacturing.co.uk/) a major tier 1 supplier of automotive components and is located at Unipart Manufacturing’s main factory site in Coventry. The AME describes itself as the “UKs First Faculty on the Factory Floor” and has developed a distinct model on that basis which brings together academia, industry and R&D in a factory setting, both to deliver industry ready graduates via manufacturing engineering degree courses that are enhanced by activity-led learning based on the real projects in the factory, and to develop new products, processes, and technologies

**Key Staff and Contacts:**

Director: Carl Perrin [ab7649@coventry.ac.uk](mailto:ab7649@coventry.ac.uk)

Carl is responsible for the direction, management, and governance of the Institute. He is the overall budget holder for the Institute’s finances. He has a background in manufacturing, having held senior management positions in large global businesses in the automotive and aerospace sectors. He joined the University to develop partnerships with industry, initially with the creation of the Institute for Advanced Manufacturing and Engineering (AME).

Operations Manager: Liz Rowlson [ab3501@coventry.ac.uk](mailto:ab3501@coventry.ac.uk)

Liz manages the day-to-day operations of the Institute and can respond to general enquiries about processes and information regarding the Institute and its centres.

**PGR Leads:**

* **E-Mobility:** Soroush Faramehr [ad2057@coventry.ac.uk](mailto:ad2057@coventry.ac.uk)
* **Future Mobility:** Jesper Christensen [aa8867@coventry.ac.uk](mailto:aa8867@coventry.ac.uk)
* **Manufacturing & Materials:** John Graves [aa3879@coventry.ac.uk](mailto:aa3879@coventry.ac.uk%20)
* **Floating PGR Lead:** Vit Janik [ac6600@coventry.ac.uk](mailto:ac6600@coventry.ac.uk)

The primary role of the Research Centre PGR Lead is to ensure the continued development of a vibrant and supportive research environment for current and future Post Graduate Researchers and provide support and guidance to colleagues in ensuring compliance with University Regulations, Policies, and procedures. They champion the continued development of a rich research culture within the Research Centre with an expanding body of postgraduate research. They also liaise with the Doctoral College, RECAP, PGR supervisors and other appropriate colleagues regarding key aspects of the PGR experience

There is a PGR Rep for each of our centres, the reps assist the centre with new starter inductions, meetings, visits & events. If you would like to be involved, please contact [CGFM.admin](mailto:CGFM.admin@coventry.ac.uk)

**Operations Support Team:**

* Operations Support Manager: Charlotte Jenner [ac5376@coventry.ac.uk](mailto:ac5376@coventry.ac.uk) & Sam Krumins [ac5376@coventry.ac.uk](mailto:ac5376@coventry.ac.uk)
* Operations Administrator: Barbara Mortimer & Zainab Awan
* Operations Officer: Hayley Bibby

The team provides operations and administration support to management, academics, and PGR students. The main contact for the team is [CGFM.admin](mailto:CGFM.admin@coventry.ac.uk). The team will help, support and signpost where needed and advise on processes within the Institute. The team are also responsible for student expenses.

**Research Funding:**

Research Funding & Development Manager: Barry Johnson [ac0206@coventry.ac.uk](mailto:ac0206@coventry.ac.uk)

Barry is part of the Research Funding and Development Unit (RFDU) and manages the pre-award team of RDFU Coordinators and Officers supporting CGFM. The team identify research funding opportunities, cost project proposals, advises researchers on funder priorities and regulations and operates the Institutes bidding and reviewing processes.

**Ethics & Integrity Team:**

Research Ethics & Integrity Manager:Sophie Krumins [ab7323@coventry.ac.uk](mailto:ab7323@coventry.ac.uk)

This team is dedicated to providing a high level of professional research ethics compliance support, across the university. The team are responsible for coordinating, supporting, and promoting ethical practice, processes and integrity in research practice in line with the Group Research Conduct and Ethics Policy. Working closely with the Research Ethics and Integrity Academic Lead, Director of Research Services, and colleagues across the research community they also support the wider understanding of good research conduct, research data, and embedding a culture of research integrity and ethical practice across the University.

All ethics and integrity related queries for CGFM should be directed to [ethics.uni@coventry.ac.uk](mailto:ethics.uni@coventry.ac.uk)

For CGFM, the ethics team is responsible for:

* Day to day processing and monitoring staff and student ethics applications in CGFM
* Providing guidance and advice on research ethics and integrity queries
* Processing amendments post ethical approval
* Organising and monitoring ethics training and facilitating training alongside ethics leads Management and maintenance of CU Ethics online, any system queries should be reported to [ethics.uni@coventry.ac.uk](mailto:ethics.uni@coventry.ac.uk)

**As a student you are required to complete mandatory ethics training, more information can be obtained** [**here**](https://recap.coventry.domains/ethics/)

**Delivery Support Team:**

Supporting Manufacturing & Materials:

* Research Delivery Support Partner: Bobbie Kaye [cdu165@coventry.ac.uk](mailto:cdu165@coventry.ac.uk)
* Research Delivery Support Officer: Jenifer Quinn [ab7080@coventry.ac.uk](mailto:ab7080@coventry.ac.uk)

Supporting Future Transport & Cities:

* Research Delivery Support Partner: Emilie Quinn [ab3696@coventry.ac.uk](mailto:ab3696@coventry.ac.uk)
* Research Delivery Support Officer: TBC

Supporting E-Mobility & Clean Growth:

* Research Delivery Support Partner: Leonor Rodriguez Esteves [ac3942@coventry.ac.uk](mailto:ac3942@coventry.ac.uk)
* Research Delivery Support Officer: Pearce Brannigan [ac1580@coventry.ac.uk](mailto:ac1580@coventry.ac.uk)

The team provides project delivery support for our diverse portfolio of research projects. They ensure that research deliverables are met, that projects are delivered on time and that research impact is captured. They also act as conduits to the other research support functions such as finance and legal.

**Buildings and Facilities:**

The Institute has multiple sites on campus and across the city. Our main office is at Friars House, Manor House Drive, Coventry, CV1 2TE – opposite Coventry train station.

We also have:

AME located on the site of Unipart off campus - Beresford Ave, Coventry CV6 5LZ

C-ALPs located in the FEV building on the Techno Park - Coventry Innovation Village, Cheetah Rd, Coventry CV1 2TL

NTDC located on the Techno Park - Swift Road Off, Puma Way, Coventry CV1 2TT

**Meeting Rooms:**

There are meeting rooms available at Friars House, these can be booked by contacting [CGFM.admin](mailto:CGFM.admin@coventry.ac.uk)

* Friars House - Seminar Room (holds 14-26 people depending on layout)
* Friars House - Glass Room (holds 2-4 people)
* Friars House – Boardroom (holds 8-10 people) – normally used by management but can be used for PRPs if available

Other meeting rooms may be available in our other buildings but there is limited capacity, speak to your DoS in the first instance or contact CGFM.admin

**Labs:**

There are a variety of labs within our buildings and we also use labs around the campus; for information on gaining access to these labs please speak to your DoS in the first instance

* Friars House – Comms Lab
* Friars House – Cyber Lab
* Friars House – AVAILab
* Friars House – Simulator Room
* AME – Metrology Lab
* AME - Metallurgy Lab
* AME – Factory Floor (Various Capabilities)
* NTDC – Design Studio
* NTDC – Mezzanine
* CALPs – Battery Lab
* CALPs – Electronics Lab
* CALP’s – Power Electronics Lab
* ECB Faculty Building – Scanning Electron Microscope
* ECB Faculty Building – Nano-indenter, AFM and While Light Interferometer
* Alison Gingell Building

**Desk Space:**

There is a hot-desking policy within all of our buildings. Our PGR students are welcome to use any of the desks available unless they are marked for specialist use. There are also desks available in ECB, Elm Bank, and the library, if you need further information, please contact your DoS or [CGFM.admin](mailto:CGFM.admin@coventry.ac.uk).

**Student Parking:**

There are a number of student car parks available on campus, please click thi[s **link.**](https://www.coventry.ac.uk/life-on-campus/parking-coventry-university/student-parking/) The nearest one to Friars House is

Mile Lane. There is parking available on the Techno Park but a special pass would be needed, please contact

[CGFM.admin](mailto:CGFM.admin@coventry.ac.uk) for support. AME has free parking on their site which can be booked by contacting Unipart Security, please contact [CGFM.admin](mailto:CGFM.admin@coventry.ac.uk) for further help.

**Opening Times:**

Please find below the opening times for each of our buildings

* Friars House – 8:00-17:30
* CCAAR- 8:00-17:30
* NTDC – 8:30-17:30
* CALPs – TBC
* AME – 7:00-17:00

Additional Buildings:

* Elm Bank – 8:00-17:00

**Stationery / Tea/Coffee Facilities / Lockers**

All our sites have a stationery supplied that you can use, these are basic items such as pens, envelopes. plastic wallets etc. If you need anything specific, please ask [CGFM.admin](mailto:CGFM.admin@coventry.ac.uk). Lockers are also available at all of our sites on a first come first serve basis. Tea & Coffee facilities are also available please check with DOS for your building.

**Events / Seminars:**

The Institute holds many events throughout the year for staff and students. You are encouraged to attend as many as you can. These are a great way to network and explore cross-disciplinary working. We hold internal seminars, which include presentations from staff and students as well as visitors. You are encouraged not only to attend but also to present. We also do away days which are for all staff and students to meet together. We will also try and provide workshops on specialist topics and Industry speakers. If you have any suggestions on the events you would like to see please contact Charlotte Jenner [ac5729@coventry.ac.uk](mailto:ac5729@coventry.ac.uk). A lot of these events can be used towards your Research Development Activity.

**Claiming Student Allowance and Entitlements**

Please read the following information, this contains important information about your entitlement to funds to support both your attendance at a conference and to purchase equipment or consumables that support your study. If you have any questions at all or need any help, please do not hesitate to contact the Operations Support Team, you can reach the team by emailing [CGFM.admin](mailto:CGFM.admin@coventry.ac.uk)

**Entitlement**

As a CGFM PhD student, you are entitled to £875 (pro-rota for those on shorter programmes) to support the purchase of consumables such as research material, equipment, software etc.

In addition, you are also entitled to a one-off fee of up to £350 to attend a conference at which you have a paper accepted as principal author during your 3rd year (as a full-time student) or during your 5th or 6th year (as a part-time student). The conference must have a good track record. The money can be used to claim against the conference registration fee itself, or towards travel and/or accommodation costs. You may be able to claim your conference allowance in an earlier year of your PGR programme, provided the conference is of good standing and you are presenting the paper (oral presentation), but you need your DoS approval.

**The Process**

So, what do you need to do?

Before you commit any money or make any verbal commitments, you need to seek approval from your DoS, whether this is for equipment or to attend a conference. You will need to do this via email so you have their approval in writing. Once you have their approval, you need to complete a form available from [CGFM.admin](mailto:CGFM.admin@coventry.ac.uk) and return to the operations team

The Operations Team will check the budget to make sure you have the funds available, if you have, they will process the request.

***For any further questions about any of our processes or centres please contact*** [***CGFM.admin***](mailto:CGFM.admin@coventry.ac.uk)

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