

## Recommendations for changes to the Code of Practice for Supervision & Monitoring Progress of Postgraduate Researchers.

Note some points are quoted to confirm that no changes are being recommended.

### **1. Introduction**

1.6 This Code of Practice applies to normally registered postgraduate researchers, and not to those ~~registered with Thesis Awaited Status~~ who, having completed their minimum period of study are paying a continuation fee before submission of their thesis. It is important however that Schools continue to monitor the progress of, and where necessary advise, all postgraduate researchers in relation to completion of their theses.

### **3. Monitoring and Review of Progress**

3.2 The progress of postgraduate researchers, irrespective of whether they are normally registered or ~~writing-up in Thesis Awaited Status~~, should be monitored regularly at School level. The arrangements for such monitoring may vary according to the subject discipline, the size of the School and the number of postgraduate researchers. However, the academic progress of postgraduate researchers should be formally monitored at least once in the academic year for all postgraduate researchers.

3.6 The School Progress Panel should meet at least once in the academic year, at an appropriate point, to discuss postgraduate researchers' academic progress, other relevant issues and to make or endorse recommendations. Such recommendations might include:

- Progress is satisfactory and the postgraduate researcher may continue with their studies as a normally registered postgraduate researcher, paying tuition fees.
- Progress is satisfactory and the postgraduate researcher ~~no longer requires full use of University facilities, and~~ having completed the minimum period of study ~~has completed the primary research activity and~~ may proceed to ~~writing-up status~~ Thesis Awaited Status, paying the continuation fee.
- Progress is unsatisfactory. A work plan of supportive or corrective action must be agreed and a date for further review of progress set. Where the initial progress ~~receive review~~ is at the end of the academic year, the postgraduate researcher would be permitted to proceed into the next year but confirmation of their continued registration must be confirmed once the second progress review had been completed. If progress were to remain unsatisfactory, the postgraduate researcher may be required to withdraw (see Regulation 7.4.9).
- Transfer to a master's programme from a doctoral programme (postgraduate researcher would have the right of appeal) (see Regulation 7.4.8 (e)).
- Transfer to a doctoral programme from a master's programme (see Regulation 7.4.8(b)).
- Withdraw: This recommendation would have to be taken in accordance with the relevant University regulation. The postgraduate researcher would have the right of appeal (see Regulation 7.4.9 and Code of Practice for Reasonable Diligence).

These recommendations should be transmitted via the Head of School to the University's Research Progress and Awards Sub-Panel for ratification.

### **4. Responsibilities of Schools**

4.8 Every effort is made in the provision of the following for full-time postgraduate researchers:

- Access to a desk within designated, secure office space, which may be shared with other postgraduate researchers or staff ~~but shall not available as teaching space~~.
- Lockable storage for personal belongings.
- Access to computing facilities (including appropriate software such as word processing and spreadsheets, statistical and graphics packages, databases, and electronic mail) in rooms not normally bookable for teaching or meetings.
- Photocopying facilities for thesis-related work.
- Reasonable access to telephones (internal and external) for thesis related work.
- Appropriate access to stationery, consumables for computing, postage
- Some financial support to enable postgraduate researchers to attend conferences (other than when in Thesis Awaited Status).

## 5. Responsibilities of Supervisors, Academic Advisers and Mentors

5.1 The lead supervisor is responsible for

5.1 .8 Establishing with the postgraduate researcher, at an early stage, an understanding about the nature of the supervisor's responsibilities in relation to written work submitted by the postgraduate researcher. This understanding should be in accordance with any University ~~R~~egulations or Codes of Practice.

5.2 The direct responsibilities of the supervisors to the postgraduate researcher to include:

5.2 .4 Giving detailed advice on the necessary completion dates of successive stages of the work so that the thesis may be submitted within the period of study specified in regulations for the particular degree for which the postgraduate researcher is registered.

5.2 .5 Requesting written work as appropriate, and returning such work with constructive criticism and in reasonable time (in normal circumstances written work will be returned within three weeks).

5.2 .11 In conjunction with the examiners where appropriate, providing advice to the postgraduate researcher concerning the corrections and/or revisions required to the thesis following its examination.

## 6. Responsibilities of Postgraduate Researchers

6.2 6. Ensuring work progresses in accordance with the stages agreed with the supervisor(s), including in particular the presentation of required written material in sufficient time to allow for comments and discussion before proceeding to the next stage.

6.2 10. Deciding when to submit their thesis (after the minimum period of study and before the end of the maximum period of study specified in regulations), taking due account of the supervisor's opinion which is, however, advisory only.

6.2 11. Ensuring that they understand the nature of their supervisor's responsibilities in relation to written work submitted (see 5.1(g)) and that supervisors have many other commitments.

6.2 12 Advising the supervisor of the proposed date of submission by submitting a "Notice of intention to Submit a Thesis" at least three months before they are due to submit their theses, in order that arrangements for the nomination of examiners may commence.

Tidying up changes to related Codes of Practice

Recommendations for changes to the Code of Practice for Split Location Study for Postgraduate Researchers.

## 8 Fees and Additional Costs

8.2 Continuation fees will be charged when postgraduate researchers have completed their minimum period of research and have been permitted to transfer to ~~writing up their thesis~~ Thesis Awaited Status.

Recommendations for changes to the Code of Practice for Misconduct and Fitness to Practise.

## 1. Introduction

1.1 This Code of Practice applies to all Registered Students, students on Leave of Absence, students who are registered ~~as~~ with writing up Thesis Awaited Status and Graduands ("students") and sets out the procedures for the following:

Recommendations for changes to Drug & Alcohol Policy.

1.5 In this Code of Practice, "Student" shall mean any student studying or registered at the University and for the avoidance of doubt this shall include all postgraduate students registered ~~solely for the purpose of writing up~~ with Thesis Awaited Status, and all graduands.