

Your responsibilities as a research student

from the [Code of Practice for research students and supervisors](#) – section 2a

Students must acquaint themselves with this Code and other relevant College documentation at the earliest opportunity in their research degree, including the [Research Degree Regulations](#), the [General Regulations](#) and [research degree student handbook](#) provided by the Doctoral School.

Students' responsibilities will include, but are not limited to:

- a. attending a schedule of agreed supervisory meetings, keeping a record of the meetings and any agreed actions points, and providing their supervisor(s) with an agreed version of the notes of each meeting;
- b. with the supervisor(s), agreeing in writing, before the end of the first term, a broad timetable of work and the objectives that should be met in the first year;
- c. discussing with the supervisor(s) the type of guidance and form of comment found most helpful;
- d. undertaking research methods and Research Skills Training provided by the College, the school, department and/or the supervisor;
- e. maintaining the progress of work in accordance with the agreed objectives, including the submission of written work as required in sufficient time to allow for comment and discussion;
- f. taking responsibility for the completion of any documentation required as part of the annual review or MPhil to PhD upgrade process ;
- g. attending additional progress reviews when required and writing formal reports for these as necessary;
- h. taking the initiative in raising at the earliest opportunity any personal difficulties which are interfering with their work or any disabilities or special educational needs for which they may require support; students should feel able to confide in their supervisor, but may prefer to speak with their second supervisor and/or advisor, the School Director of PGR Education, the Head of Department or School, the Director of Quality, Enhancement and Inclusion, the Senior Vice Principal (Research and Enterprise), Student Advisory and Wellbeing or the Students' Union;
- i. where supervisory problems or difficulties in the supervisory relationship arise, discussing these concerns informally with the supervisor(s) or advisor in the first instance. The College would expect students to take reasonable steps to resolve such problems or difficulties with their supervisor(s) and/or department before referring the matter on;
 - i. where it is not possible or practicable to discuss the matter with the supervisor/advisor or to resolve the difficulties through such a discussion, the matter may then be referred on to the School Director of PGR Education;

- ii. ii. where the School Director of PGR Education is also the supervisor/advisor, the matter may be referred on to the Head of School;
 - iii. iii. in the event that the supervisory problems or difficulties are of such a nature that they could not reasonably be resolved through discussion with the supervisor(s), School Director of PGR Education and/or Head of School or department, the matter may be referred to the Director of Quality, Enhancement and Inclusion or the Senior Vice-Principal (Research and Enterprise);
- j. reporting unforeseen or unavoidable periods of absence (e.g. through illness or personal issues) to the supervisor(s) and school as soon as possible. Students should interrupt their studies if the circumstances leading to the absence are likely to delay the research for a period longer than one month;
- k. deciding when to submit the thesis, taking due account of the supervisor(s) opinions (which are advisory only), within the timescale prescribed by the Research Degree Regulations and those of Research Councils where appropriate (where discrepancies between the deadlines occur, those of the Research Council take precedence);
- l. taking full responsibility for checking the accuracy of grammar, spelling and referencing in drafts submitted to supervisors as well as in the thesis before final submission;
- m. being aware of, and adhering to, ethical, legal and professional requirements for the conduct and presentation of research, including rules relating to plagiarism;
- n. adhering to the College's Research Degree Regulations;
- o. ensuring that the academic School and the Doctoral School are provided with current postal and email addresses and telephone numbers and for updating relevant student records to incorporate any change of these contact details.