

Code of Practice for Research Degree Students and Supervisors 2017/18

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1. Introduction

1. *The Code of Practice for Research Degree Students and Supervisors* (henceforth 'this Code' or 'the Code') is reviewed and republished on an annual basis by the Academic Quality and Policy Office (AQPO).
2. This Code is compliant with the requirements of *Chapter B11: Research Degrees* in *Part B: Assuring and Enhancing Academic Quality* of the Quality Assurance Agency's (QAA) *UK Quality Code for Higher Education*.
3. Research degree students¹ (henceforth student or students) pursue independent research as part of a research degree within one of the College's academic departments². Successful progress depends primarily on their own efforts, supported by those of their supervisors, but also on the research environment in the department and on the quality of their research training. The purpose of this Code is to specify the practices and procedures that underpin these efforts. It should be read in conjunction with the College's *Research Degree Regulations*³. Where any discrepancy exists, the *Research Degree Regulations* will always take precedence.
4. Disciplines differ markedly in the day-to-day conduct of a research degree. While some students will spend long periods in the field or in distant libraries and archives, others will be in daily contact with their research groups in laboratories. Consequently, the appropriate procedures for guiding their research will vary. Students should not be surprised by these variations, and should not be disconcerted if their department requires, for example, more frequent reviews or more extensive written reports than are specified in the *Research Degree Regulations*, which set out minimum requirements based on sector-wide good practice.
5. A research degree requires a considerable commitment of time from all students, however, the challenges to part-time students are often different from those encountered by full-time students as in many cases part-time students will be in full-time employment and/or have other responsibilities.
6. Responsibility for implementing this Code is shared between the student, the supervisory team, the Director of Graduate Studies (DoGS) in the department and the Head of Department. This Code sets out the specific responsibilities of each of these individuals and the relationships between them.

2. Roles and Responsibilities

a) Responsibilities of the Student

7. Students must acquaint themselves with this Code and other relevant College documentation⁴ at the earliest opportunity in their research degree, including the *Research Degree Regulations*, the *General Regulations*⁵ and any School or Department research degree student handbooks.
8. 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;

¹ The term 'research degree student' refers to students on any research-based programme within the College, including Master of Arts by Research, Master of Science by Research, Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctor of Clinical Psychology (DClinPsy), Doctorate in Professional Studies (DPS), Doctorate in Medicine (MD). The Doctor of Philosophy by Prior Publication (PhD) is a research degree award of Royal Holloway and Bedford New College. Where references to an individual programme are made, the paragraph is relevant solely to that award.

² Please note, the term 'Department' may be used to refer to a 'Department', 'Centre' or 'School'.

³ A copy of this document can be downloaded at <https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

⁴ The Doctoral School website provides information on relevant policies and documentation: at <https://www.royalholloway.ac.uk/doctoral-school/home.aspx>

⁵ The General Regulations are available here <http://www.students.royalholloway.ac.uk/study/read-our-college-regulations-and-procedures/>.

- 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 Training⁶ provided by the College, the 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 process⁷;
- 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 DoGS, the Head of Department, the Associate Dean of the Doctoral School, Student Welfare⁸ 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 Director of Graduate Studies;
 - ii. where the Director of Graduate Studies is also the supervisor/advisor, the matter may be referred on to the Head of Department;
 - 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), Director of Graduate Studies and/or Head of Department, the matter may be referred to the Associate Dean of the Doctoral School;
- j. reporting unforeseen or unavoidable periods of absence (e.g. through illness or personal issues) to the supervisor(s) and Department 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);

⁶ Further information on Research Skills Training can be found here: <https://www.royalholloway.ac.uk/doctorsal-school/researcher-development/educational-development/researcher-development-programme.aspx>

⁷ Further information and relevant documentation on the Upgrade process can be found here <https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx>.

⁸ Information on Support & Advisory Services can be found here <https://www.royalholloway.ac.uk/ecampus/welfare/home.aspx>.

- 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, ethical⁹, 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 Department and Student Administration are provided with current postal and e-mail addresses and telephone numbers and for updating relevant student records to incorporate any change of these contact details.

b) The Supervisory Team

- 9. Each student is allocated a supervisory team, which will include as a minimum two members: a principal (first) supervisor and either a second supervisor or an advisor. The principal supervisor will normally be a non-probationary, doctorate-holding and research-active member of the academic staff of the College, while the second supervisor or advisor will normally be an established or probationary, doctorate-holding and member of the academic staff of the College with an active research profile, an Honorary Research Fellow, Emerita/Emeritus or Visiting Professor or may be external to the College.
- 10. There may be cases where, due to the interdisciplinary nature of the research and/or the subject-specific expertise required (or exceptionally for pastoral reasons), there is a need to appoint an advisor as a third or fourth member of the supervisory team. The advisor will normally be an established or probationary, doctorate-holding and research –active member of the academic staff of the College, an Honorary Research Fellow, Emerita/Emeritus or Visiting Professor or may be external to the College.
- 11. Both principal and second supervisors/advisors, regardless of tenure, should normally be employed by the College. In cases of scarce expertise or where an external funding body requires it, the second supervisor or advisor may be external to the College. Normally, supervision exclusively by persons from outside the College will not be permitted.
- 12. Staff with no prior experience of supervising a research degree student to completion may act as principal supervisor or second supervisor but in each such case they will have an experienced senior colleague as the second member of the supervisory team.
- 13. The supervisory team must clarify for the student at the start of the programme if there are any changes to the allocation of responsibilities of members of the supervisory team. In such cases where an advisor is required, the supervisory team will clarify for the student at the start the programme what the responsibilities of the advisor will be in relation to other members of the supervisory team, in particular the principal supervisor.
- 14. No member of the supervisory team – principal supervisor, second supervisor and/or advisor – may undertake the role of independent examiner at upgrade. This role should be undertaken by a staff member – normally the Director of Graduate Studies (DoGS), Deputy DoGS, Director of Research, Head of Department or member of professorial staff – who has not played a substantive role in the student's academic progress to this point.

c) Responsibilities of the Principal Supervisor

- 15. The principal supervisor bears the major responsibility for providing advice and support to the student on the conduct of their work, however, the independent research will normally be carried out by the student

⁹ Guidance on research ethics is available here: <https://www.royalholloway.ac.uk/iquad/services/researchsupport/resources/home.aspx>.

alone. The supervisor is an important resource and is there to offer guidance, ask relevant questions and suggest lines of enquiry but not to provide answers to major research questions.

16. The principal supervisor should be approachable and available for consultation at reasonable times. The success of a student's research depends to a large extent on the help and guidance provided by the supervisor. The College encourages students and supervisors to maintain close contact, particularly in the early stages of the work, in order to avoid difficulties.
17. In line with paragraph 4 (a) and (b), a schedule of supervisory meetings and work should be agreed with the principal supervisor and, where necessary, other members of the supervisory team in advance (e.g. at the start of the academic year).
18. The principal supervisor's responsibilities include, but are not limited to:
 - a. agreeing with the student a suitable research topic that can be completed within time and at an appropriate level, and checking that appropriate resources are available;
 - b. advising on techniques, literature and methods, and encouraging familiarity with developments in the subject;
 - c. ensuring that any necessary internal administrative and other procedures are adhered to (e.g. annual reviews);
 - d. with the student, advising on and agreeing a schedule of meetings, based on a minimum (for full-time students) of one meeting per month in the first year and, on average, one meeting every six weeks throughout subsequent years (and a pro-rata equivalent for part-time students); for laboratory-based projects, students can expect more regular contact, with substantive discussion meetings often on a weekly basis for full-time students (or fortnightly for part-time students); only in exceptional circumstances (e.g. fieldwork or the student working abroad) will communication by e-mail or telephone be an acceptable substitute for face-to-face meetings;
 - e. lodging notes and dates of each substantive supervisory meeting (as agreed with the student) centrally in their department (this would normally be with the annual review notes);
 - f. by the end of the first term, agreeing with the student a broad timetable of work and objectives to be met in the first year; these must be written down and sent to the DoGS for approval and filing;
 - g. agreeing with the student a written statement of research and skills development needs at the start of the programme (by completing a Training Needs Analysis Tool¹⁰) and monitoring and updating the fulfilment of these needs through supervisions, annual reviews and at the upgrade meeting;
 - h. arranging appropriate introductions to the departmental research environment;
 - i. promoting awareness of ethical, legal and professional issues relevant to the conduct and presentation of research, including plagiarism;
 - j. requesting written work according to an agreed schedule and returning such work with constructive feedback within a reasonable time;
 - k. making students aware of the procedures for annual review and upgrade from MPhil to PhD and arranging reviews of student progress; ensuring that the student is fully aware of the progress of the work in relation to the expected standard and the agreed programme; writing to students to make

¹⁰The Training Needs Analysis Tool can be accessed here: <https://www.royalholloway.ac.uk/doctoral-school/researcher-development/educational-development/training-log.aspx>

them aware if progress is inadequate, offering support and advising them how to rectify the situation; making an annual written report to the DoGS;

- l. offering support to students with their personal development planning by encouraging them to attend research skills training courses and conferences and, where appropriate, facilitating the presentation of papers; providing opportunities for the student to present work to appropriate seminars; advising on making grant and job applications; giving guidance on identifying learning, achievement and employment goals;
 - m. completing documentation for Research Councils and other funding bodies, where required;
 - n. ensuring that adequate supervision is maintained where they may no longer be able to fulfil the responsibilities of the role (e.g. where the supervisor is leaving the employment of the College or undertaking a period of sabbatical) and consulting the DoGS and/or Head of Department as necessary;
 - o. submitting reports on student progress to the DoGS and department, jointly agreed and signed by the second supervisor. Exceptionally, the principal and the second supervisors may decide to submit separate reports;
 - p. co-ordinating and advising on the submission of examination entry forms, the nomination of examiners, and arrangements for the *viva voce* examination; supervisors may attend the *viva voce* examinations of their students, provided the student has no objections to this;
 - q. offering to meet with students after the release of the final examination report to provide advice and guidance on the examiners' requirements and how these could be addressed. Where minor amendments or re-presentation of the thesis in a revised form are required, supervisors should make themselves available for further support and consultation at times to be agreed between student and supervisor, at a minimum frequency of one meeting every two months;
 - r. making students aware of the services offered by Student Welfare and the Students' Union for students with personal difficulties;
 - s. exercising their duty of care towards students with disabilities and specific learning difficulties in line with advice from the Disability and Dyslexia Services (DDS)¹¹;
 - t. alerting students to the various courses and types of support offered by the College as part of the research skills training programme, and the Centre for the Development of Academic Skills (CeDAS) to support academic writing skills;
 - u. reporting to the College any students who hold a Tier 4 (general) student visa and who have failed to meet the attendance and/or engagement requirements set out by UK Visas and Immigration (UKVI).
19. Members of College staff assigned as principal or second supervisors will have continuing responsibility for supervision throughout any period of sabbatical. Where they may be unable to continue to act as principal or second supervisor (e.g. for reasons of overseas research fieldwork), they will be responsible for working with the DoGS to make alternative arrangements as necessary.
20. Where the principal supervisor is due to leave the College, or will be unable to supervise the student for a protracted period (e.g. period of maternity leave), a meeting will be held beforehand to agree future supervision arrangements. The meeting will be arranged by the principal supervisor, or the DoGS, and will

¹¹ Further information on the support available from Disability and Dyslexia Services (DDS) can be found here <https://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.aspx>.

include the student, the principal supervisor, the second supervisor/advisor, the DoGS and any staff who it is proposed will be involved in the future supervision arrangements.

21. A principal supervisor who leaves the employment of the College may continue to be involved as the student's second supervisor, provided the Department appoints, at the earliest opportunity, an appropriately qualified replacement principal supervisor who is a member of the College's academic staff and will take responsibility for ensuring that the student is supervised and supported in line with the requirements of the College's *Research Degree Regulations* and this Code. In such cases, the student will also still have a second supervisor and or advisor.
22. If, for any reason, the student or the principal supervisor believes that a change of supervisor is necessary, this must be agreed by all parties and the DoGS. A written record of the agreed arrangements, with the student's signature of consent, must be circulated to all those involved and placed on file in the Department and in Student Administration.

d) Responsibilities of the Second Supervisor/Advisor

23. Each student will be allocated, as a minimum, either a second supervisor and/or advisor as an additional source of academic and pastoral support. The following section outlines the responsibilities of the second supervisor and advisor.
24. Where the specialised nature of the student's research and/or staff availability make the appointment of a second supervisor impractical, an advisor will be appointed in place of a second supervisor. An advisor may also be appointed as an additional member of the supervisory team where departmental practice and/or gender considerations require.
25. Where the student's principal supervisor is of the opposite gender and the student has expressed a wish to have a member of their supervisory team of the same gender, this should be accommodated in appointing the second supervisor/advisor.
26. Where departmental staff expertise and availability allow, a second supervisor will be appointed (in line with funding body and/or Research Council policy) whose responsibilities are normally to:
 - a. have reasonable familiarity with some aspect of the work and progress of the student so that they are able to advise and support the student as appropriate, both academically and pastorally;
 - b. read the student's work and provide informed (but not necessarily detailed) feedback;
 - c. maintain contact with the student throughout the period of their studies by meeting with them at a minimum frequency of three times each academic year;
 - d. participate in annual reviews and any other periodic reviews of the student's progress and in the upgrade from MPhil to PhD as required;
 - e. provide additional pastoral support and advice to the student as necessary;
 - f. where appropriate and agreed, contribute to the discussion of the planning of research and any associated training, timetable and objectives in consultation with the principal supervisor.
27. The advisor is not expected to have expertise in the student's research area or to offer guidance on academic work and has an essentially pastoral role. The advisor's responsibilities are normally to:
 - a. maintain contact with the student throughout the period of their studies by meeting with them at a minimum frequency of three times each academic year to monitor progress and offer pastoral support as necessary;

- b. participate in annual reviews and any other periodic reviews of the student's progress and in the upgrade from MPhil to PhD as required.

e) Responsibilities of Directors of Graduate Studies (DoGS)

28. Each Department has a DoGS , whose responsibilities include:

- a. exercising overall responsibility for the welfare and academic progress of the students in the Department;
- b. ensuring that a departmental electronic record is maintained for each student;
- c. ensuring that a departmental handbook containing information about research degrees, procedures and resources both within the department as well as the College is available to all members of the department and to students;
- d. co-ordinating and maintaining an up-to-date record of departmental admissions procedures in respect of research degrees that comply with College guidelines;
- e. arranging an appropriate departmental induction for all students;
- f. ensuring that supervisors submit reports of annual reviews and other periodic reviews of the work of students and reports of their upgrades according to the procedures laid down in the *Research Degree Regulations*;
- g. taking appropriate action where students' annual review of upgrade fails to take place or if the outcomes are unsatisfactory;
- h. ensuring that reports of students' upgrades are submitted to Student Administration as soon as possible after the upgrade has taken place;
- i. ensuring that students participate in relevant skills training activities;
- j. appointing second supervisors/advisors and notifying Student Administration of the names and roles of all members of the supervisory team for each student. This should normally be within four weeks of the student's date of registration;
- k. with the principal supervisor, ensuring adequate supervision is maintained in the event of the appointed supervisor being unavailable, and notifying Student Administration of any change;
- l. seeking special permission from the Dean of the Doctoral School before an offer is made, if it is necessary to charge an overseas or privately-funded applicant a supplementary fee;
- m. ensuring that data from completed College feedback questionnaires along with other sources of feedback such as the cyclical review report of research degree activity is considered by the department and shared with students;
- n. giving advice and guidance, in strict confidence, to assist in resolving any difficulties where a breakdown of relations between a supervisor and the student has occurred and, in other circumstances, where a change of supervisor is desirable, and, where necessary, to arrange the appointment of a replacement supervisor;
- o. making suitable alternative arrangements where a supervisor leaves the College's employment, to ensure that the student continues to receive appropriate support and supervision.

f) Responsibilities of Academic Departments

29. Academic Departments are responsible for ensuring that students are only admitted for a research degree where there are suitable arrangements for supervision and the necessary equipment and facilities are available.
30. Academic Departments are responsible for exercising collective oversight of research degrees. This may be achieved either by making suitable arrangements to establish a Departmental postgraduate committee or research committee reporting to the Departmental Board or by the inclusion of research degree affairs as a standing item of business on the Departmental Board's agenda. Whichever practice is adopted, minutes must be kept and made available for scrutiny by the Faculty Board if required.
31. The responsibilities of the committee (including in cases where these are standing items of business for Departmental Board) will include:
 - a. monitoring the implementation of this Code within the department;
 - b. under reserved business, receiving reports of the annual reviews of students' progress and of upgrades from MPhil to PhD and deciding what action to take about students whose progress is unsatisfactory;
 - c. monitoring and, where necessary, amending departmental policy for research degree recruitment and admissions in line with College policy;
 - d. establishing and reviewing departmental procedures to which students may have recourse if they feel that their work is not proceeding satisfactorily for reasons outside their control;
 - e. establishing and reviewing a departmental procedure for upgrade of registration status from MPhil to PhD, within the provisions of the *Research Degree Regulations*.

3. Research Skills Training

32. The College provides skills training for students at Department, Faculty and institutional level through a combination of subject-specific research training, and researcher development (transferable skills) training. The training may be delivered by staff of the College or external facilitators/ organisations.
33. All students must engage in research skills training over the first three years of full-time study (pro-rata for part-time students), as identified and agreed with their supervisor.
34. All students are required to complete an average of a minimum of five days of researcher development training per academic year over their first three years of full-time study (pro-rata for part-time students) with a total of fifteen days across three years of study. Some departments may specify a higher number of days. Activities such as conference posters and papers may be counted towards this total at the discretion of departments.
35. Students are provided with a Training Needs Analysis Tool and a Research Training Log at the start of their first year, designed to help them assess and log their training needs and to monitor whether these needs have been met. The Training Needs Analysis Tool should be used as a starting point for a discussion on specific training requirements. Completion of the agreed skills and researcher development training is monitored by supervisors at annual review and during the upgrade. This provides the opportunity for students to discuss and agree any new training needs which they have identified during the course of the year. Satisfactory completion of any agreed research skills training objectives prior to the upgrade is one of the criteria for successful upgrade from MPhil to PhD.

4. Period of study

36. Students in receipt of funding from a Research Council or other approved funding body are expected to observe any requirements and deadlines set by that body in addition to the requirements set out in the College's *Research Degree Regulations*.
37. Students who are on a Tier 4 general or student visa must comply with the time limits set by the UK Visa and Immigration Service (UKVI), or apply for an extension.
38. In order to complete the thesis within the prescribed time, it is essential that students agree a realistic timetable with their supervisor(s). This applies particularly to the completion of practical work and the writing-up of the thesis, a stage which very often takes far longer than is anticipated. Reasonable periods must also be allowed for supervisors to read and comment on drafts of various chapters of the thesis. Students are strongly advised to review the requirements of a thesis set out in the *Research Degree Regulations* prior to or at an early stage in their degree with the College.
39. MPhil or PhD students who submit their thesis during their writing-up year are eligible for a pro-rata refund of tuition fees according to the date of submission as set out in the College's *Student Fee Regulations*¹². Students who are in receipt of an award from College, a Research Council, or any other external funding body, should check the implications of early submission for their funding.
40. For those students holding awards from external funding bodies, the College will follow the guidelines of the funding body with regard to absences allowed for holidays, illness, interruptions and maternity/paternity/adoption leave, the last of which is dealt with in section 10 of this Code. Otherwise the following guidelines apply. Full details on interruption of studies including the maximum period of interruption permitted are detailed in the *Research Degree Regulations*.
 - a. Holidays: students are entitled to up to eight weeks holiday (including public holidays and College closure days) in a 12 month period of registration. Students should notify their supervisor in writing of any holidays taken. The holiday entitlement of students who are registered or funded for less than 12 months at a time is reduced on a pro rata basis.
 - b. Illness: If a student is absent through illness for a continuous period of more than two weeks, they must inform the supervisor immediately after this period has elapsed and submit a medical certificate. Students who are ill for a month or more should seek an interruption of studies. A student is also expected to inform the supervisor if they suffer frequent short absences for medical or other reasons that are likely to result in a considerable delay to the programme of research and training. Periods of leave notified in this way may be taken into account when calculating the thesis submission date.
 - c. Placements, internships and other engagement opportunities: the College may approve interruptions to the period of registration for the purposes of placements or internships. Students in receipt of funding should note that the College will only normally approve interruptions where these are stipulated requirements of the relevant award. Students in receipt of Research Council funding should also note that the deadline of the thesis may not always be extended where they interrupt for the purposes of a placement or internship and that it is their responsibility to consult the conditions of their grant or award.

¹² Further information on fee payment and the College's *Student Fee Regulations* can be accessed here: <https://www.royalholloway.ac.uk/ecampus/finance/feepayments/home.aspx>.

5. UK Visa and Immigration Requirements

41. The Points Based Immigration regulations from UKVI require all overseas students from outside the EEA who wish to study in the UK for six months or longer to apply for a Tier 4 (General) Student Visa¹³.
42. Although the majority of students will complete their thesis within the timescales provided for students on a Tier 4 visa, some students with more complex circumstances and unusual patterns of study may not do so. There is a five year cap on International Students who are studying at degree level or above in the UK whilst on a Tier 4 (General) or Student visa. Students already in receipt of a Tier 4 visa who are likely to exceed this period will need to apply for a CAS (Confirmation of Acceptance for Studies) in order to continue their studies¹⁴.
43. Students in receipt of a Tier 4 (General) Student visa are required to remain fully engaged with their programme of study at all times, including during periods of post-viva thesis correction, amendment or resubmission. This should include a minimum of one face-to-face contact point per month between student and member of departmental staff, e.g. supervisor, Director of Graduate Studies or Department Manager.

6. Changes to Registration Status

a) Interruption

44. Students seeking an interruption of studies should contact their department in the first instance. Requests are submitted online by departments following consultation with the supervisor and Director of Graduate Studies. Such requests will be considered by the Vice-Principal (Education) on behalf of the College Board of Examiners' Executive Committee (CBEEC).
45. Students are required to provide adequate supporting evidence with the interruption request.¹⁵ Students and supervisors should note that requests will only be approved if accompanied by adequate evidence.
46. Students in receipt of Research Council funding should check whether the conditions of the funding permit the interruption before requesting the College's approval.¹⁶
47. International students who interrupt their studies will need to re-apply for a CAS in all but the most exceptional circumstances. Normally the College will withdraw its sponsorship and students are required by the Home Office to leave the UK for the duration of the interruption.¹⁷
48. The College will not normally approve a period of interruption of studies during the writing up year. Interruptions at this stage will only normally be permitted for long-term and very serious extenuating circumstances that prevent the student from undertaking any research at all.
49. Students are strongly encouraged to discuss an interruption of studies with their supervisor(s) as soon as it becomes clear that circumstances may require them to interrupt their studies. It should be noted that a retrospective interruption will only be approved in exceptional circumstances.

¹³ Further information on student visas can be found here:

<https://www.royalholloway.ac.uk/international/support/studentsupportservices/immigration-and-visas/applyingoutsideuk.aspx>

¹⁴ Further information is available from the UK Government at <https://www.gov.uk/apply-uk-visa> or from the UK Council for International Student Affairs <http://www.ukcisa.org.uk/International-Students/Preparing--planning/Visas-and-immigration/Applying-for-a-Tier-4-General-visa/>. Please note that visa regulations may change at short notice and students are advised to check that the information provided above is the latest available.

¹⁵ For further advice on supporting evidence please contact Student Administration at researchdegrees@royalholloway.ac.uk

¹⁶ Further information for Research Council funded students requesting an interruption of studies can be found here: <https://www.royalholloway.ac.uk/doctoral-school/help-and-support/interruption-of-studies-for-rcuk-funded-students.aspx>. For queries about the general requirements of Research Council funding please contact scholarshipadministration@royalholloway.ac.uk

¹⁷ In exceptional circumstances international students may be permitted to remain in the UK during the period of interruption, if the proposed period is less than sixty days. In such cases, students should contact Student Administration to discuss an 'authorised absence'.

50. When an interruption of studies request is approved, the thesis submission deadline is adjusted accordingly (e.g. a student with a 22 September 2018 deadline who interrupts for six months would have a revised submission deadline of 22 March 2019). The following exceptions apply to students in receipt of Research Council funding:
- a. Although the thesis submission deadline set by the College may be extended, it may not be extended by the Research Council. In such cases, the Research Council deadline takes precedence.
 - b. Where a student requests up to thirteen weeks sick leave, the thesis submission deadline will not be affected by this period of leave.
51. Students granted interruptions of study are expected to take a complete break from their work for the duration of the interruption, and are not permitted to attend classes, receive supervision or access College facilities. Exceptions to this policy are made to support recovery in cases of mental health and wellbeing, to be approved on an individual basis, and all cases of maternity, paternity and adoption leave (see below).

b) Change to Mode of Study

52. Students wishing to change from full-time to part-time or vice versa are required to complete the change of mode of attendance form and submit this to Student Administration.¹⁸ The change of mode must first be approved by the DoGS or Head of Department.
53. Students who wish to change their mode of attendance should note that a change from full-time to part-time study will not normally be approved after the end of the second year of the MPhil or PhD programme.
54. The thesis deadline will be adjusted in line with the change to mode of study, with part-time attendance counted as 0.5 FTE.

c) Extension to Writing-Up Period

55. Students should note that an extension to the thesis submission deadline will only be considered in exceptional circumstances. In such cases, students should first consult their DoGS, as any request for an extension to the writing-up period must have the support of the department.
56. In cases where the DoGS agrees to support an extension request on behalf of the department, they must submit a request directly to the Academic Quality & Policy Office (AQPO) at least two months in advance of the current thesis deadline. The request must be accompanied by appropriate documentary evidence and a detailed work plan on the appropriate form.
57. Any requests for an extension to the thesis deadline will be considered by the Vice-Principal (Education) on behalf of the College Board of Examiners' Executive Committee (CBEEC).

d) Withdrawal

58. Students wishing to withdraw from their degree and terminate their registration with the College should complete a withdrawal form and submit this to Student Administration.¹⁹

¹⁸ The change of mode of attendance form is available here:

<https://www.royalholloway.ac.uk/ecampus/documents/pdf/studentrecords/changeofmodeofattendancepgr201516.pdf>.

¹⁹ The withdrawal form is available here:

<https://www.royalholloway.ac.uk/ecampus/documents/pdf/studentrecords/withdrawalofstudypgr201516.pdf>.

59. Students who wish to withdraw from their degree and are sponsored by the College on a Tier 4 visa should note that sponsorship will cease on the date of withdrawal. In such cases, students who withdraw from their degree will be obliged to leave the UK.

7. Teaching and other paid work

60. Full-time students may undertake paid work (please see paragraph 55 in relation to teaching duties) in order to support themselves during their studies. In line with the *Research Degree Regulations*, paid work shall not exceed 20 hours per week. In the case of part-time students no limit exists.

a) Teaching

61. Students may be offered teaching opportunities by their departments. This activity is beneficial in that it helps to equip students with transferable communication skills and to develop good practice in teaching that contributes to career development.
62. Teaching duties undertaken by full-time students should not normally exceed six hours per week in term time (i.e. 168 hours in the year), inclusive of time spent on marking. This does not include time spent in preparing for classes, but does include inSTIL training. This limit is set so that students will be able to submit their theses within the specified period; it is also congruent with the formal limits that apply to Departmental Assistantship award holders and Research Council award holders.
63. Teaching duties should not be assigned to students by departments where it may result in a delay in the completion of the thesis beyond the normal period. Heads of Department are encouraged to timetable the work required of students in such a way that it minimises the disruption to their studies (e.g. by concentrating the teaching on one or two days in the week).
64. Students employed by the College in a lead teaching role (i.e. conducting teaching sessions entirely on their own) are required to complete the College's programme in Skills of Teaching to Inspire Learning (inSTIL). Upon successful completion students will be awarded 15 M level credits and will automatically qualify for Associate Membership of the Higher Education Academy.
65. Students who are employed only to teach as part of a team (e.g. a demonstrator alongside an academic staff member), are required to complete a day of demonstrator training.

b) Departmental Assistantships and College Awards

66. All formal offers of Departmental Assistantships must be made by Human Resources. Departments may, however, inform candidates that they have been recommended to the Faculty for the award of a Departmental Assistantship.
67. The offer letter from Human Resources will clearly specify the period and value of the award, and the exact amount and type of work that will be expected from the student in return for the award. The department may not ask the student to carry out more teaching than is specified within this Code. A student engaged in non-teaching duties may only be required to work for an average of six hours a week over the academic year (i.e. for a maximum of 288 hours across 48 working weeks in the year).
68. Students who are employed by the College to teach are entitled to attend courses offered by the College's Organisation Development team.

8. Council Tax

69. Research students who are in their 1st writing-up year (and who were previously enrolled as full-time) can get a letter exempting them from Council Tax. This arrangement does not apply for any subsequent

writing-up period and does not apply to students enrolled on a part-time basis prior to their writing-up year. Eligible students who live within the Borough of Runnymede are automatically exempt from Council Tax.

70. To qualify for an exemption from Council Tax during their 1st writing-up year, students are expected to be undertaking an average of 21 hours of work each week on their thesis, for at least 24 weeks, from the start of their fourth year and they must not be in full-time employment in line with Section 8 of the College's *Research Degree Regulations*. To qualify students must previously have been studying on a full-time basis.

9. Jury Service

71. Eligible students may be approached by HRM Courts and Tribunal Service for jury service during their studies. The College suggests that students establish whether they can either accommodate the request for jury service or ask for a postponement. They may also request exemption from service if they have strong grounds, such as an upcoming fieldwork trip or viva.
72. If such a request is turned down, there is the right of appeal when appearing in court to serve on the jury as the presiding judge has the discretion to excuse jury members who they deem to have compelling reasons not to serve at that point.
73. Students whose initial request for exemption has been refused should discuss this with their principal supervisor who can provide a supporting statement outlining why the student should be exempted by the presiding judge (e.g. if the trial is likely to be longer than the statutory two weeks which would impact on current field or lab based research or that the service would conflict with a submission deadline or viva).

10. Maternity, Paternity and Adoption Leave

74. Where students interrupt²⁰ their studies on the grounds of maternity, paternity or adoption leave²¹, their registration (including the thesis deadline) will be extended by this period.
75. Where a student on a College studentship²⁴ becomes pregnant with an expected date of childbirth that occurs during the period of their research degree, or adopts a child during that time, they are entitled to six months of maternity/adoption leave during which the College will continue to pay their maintenance grant and the studentship will be extended accordingly. Students may also request an interruption of the award for a further six months after this period, during which no maintenance grant or tuition fees are payable. The paid period of absence and the unpaid interruption should be taken consecutively. Students must follow the procedures for requesting an interruption, ensuring that they include a copy of the MATB1 certificate if they are pregnant or other relevant evidence from an adoption or other agency if they are adopting. There is no qualifying period for maternity, paternity or adoption leave. As such, students may take leave regardless of when they commenced their research degree provided they are still receiving a stipend.
76. Full-time research students who are new fathers have the right to apply for an interruption of studies for up to 13 weeks, within the first 12 months after the birth of the child.
77. Students who have interrupted their studies on the grounds of maternity, paternity or adoption leave continue to have the right to attend classes, use College facilities, and receive tuition or supervision by arrangement.

²⁰ Students must follow the College's process for requesting an interruption, ensuring they include a copy of the MATB1 certificate for pregnancy or an alternative form of evidence from an adoption or other agency if adopting.

²¹ The Maternity Leave Policy can be accessed here:

<https://www.royalholloway.ac.uk/iquad/collegepolicies/documents/pdf/humanresources/maternalpolicyapril11.pdf>.

²⁴ The College provides financial support for students in a variety of ways, including a complete funding package similar to those provided by external bodies such as UK Research Councils. Many students are also either partially or wholly supported by College funds.

78. Where students are in receipt of College scholarships, they will be supported on maternity or adoption leave to the extent of six months leave equivalent to their stipend.
79. The College supports students through scholarships in a variety of ways. The College will pay a stipend during maternity, paternity or adoption leave that is informed by Research Council UK guidelines and is based on the actual amount of the stipend that the College pays to the student. Where College funds support a student (Home, EU or international), the stipend paid to the student over the course of the maternity or adoption leave will be six months of that stipend, irrespective of its value.
80. The College may also provide a reduced period of stipend funding for international students holding visas. This will, however, be governed in relation to the maximum number of days allowed for pregnant international students to remain in the UK whilst interrupting their studies. The College will support such students according to the time allowed under the terms of their visa away from working on the studentship in the UK and will not pay any additional stipend over and above that figure. For example, where sponsorship compliance obligations mean that a student may only take a maximum of sixty days off from a studentship in the UK during Maternity, then the College will not pay any additional stipend over and above the sixty days, even if the student leaves the country for a longer period.

11. Feedback, Appeals and Complaints

81. Students who wish to appeal against the outcomes of formal reviews, other required assessments, and the final examination are referred to section 21 of the *Research Degree Regulations*.
82. Students who wish to appeal against the termination of their registration are referred to section 22 of the *Research Degree Regulations*.²⁵
83. Students who wish to submit an appeal must do so no later than 15 working days after the date they were formally informed about the decision (e.g. by letter for failed MPhil to PhD upgrades outcome of final viva examination).
84. Students who are unhappy with any aspect of their degree (e.g. quality of supervision) should follow the *Student Complaints Procedure*.²⁶
85. Students who are uncertain of the process regarding a complaint or an appeal, or who require further information or assistance with these procedures, should contact the Students' Union or the Student Services Centre.
86. Students should note the College's policy for investigating and resolving allegations of research misconduct²⁷ and the College's *Intellectual Property Policy*²⁸.
87. All students are asked to complete the College's online feedback questionnaire for research degrees. This internal survey is conducted every two years, and is available to complete online from early April until mid-May. Successful completion of this questionnaire is a requirement for a student's annual review or upgrade in some departments. Each alternate year, the College takes part in the national Postgraduate Research Experience Survey (PRES).

²⁵ The student appeals process is available here: <https://www.royalholloway.ac.uk/ecampus/academicsupport/appeals/home.aspx>

²⁶ The *Student Complaints Procedure* is available here:

<https://www.royalholloway.ac.uk/ecampus/academicsupport/complaints/complaints.aspx>

²⁷ The *Code of Practice for Inquiring into Allegations of Misconduct in relation to Academic, Research and Scientific Activities* is available here:

<https://www.royalholloway.ac.uk/iquad/collegepolicies/documents/pdf/research/codeofpracticeforinquiringintoallegationsofmisconductinrelationtoacademicresearchandscientificactivity.pdf>.

²⁸ The College's *Intellectual Property Policy* can be found here

<https://www.royalholloway.ac.uk/iquad/collegepolicies/documents/pdf/research/intellectualpropertypolicy2014.pdf>.