## CODE OF PRACTICE FOR RESEARCH DEGREE STUDENTS AND SUPERVISORS

### SUMMARY OF AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR 2019/20

The wording in bold reflects the amended wording

<table>
<thead>
<tr>
<th>Section number</th>
<th>Relevant paragraph(s)</th>
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</thead>
<tbody>
<tr>
<td>All as relevant</td>
<td>The Code has been amended to reflect changes resulting from the Academic Restructure.</td>
<td>Throughout the Code</td>
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<tr>
<td>Section 2</td>
<td>The text highlighted in bold has been amended in paragraph 11 to clarify ambiguities in relation to the circumstances where the appointment of external supervisors/advisors is justified. In particular, the interpretation of “scarce expertise” in paragraph 11 when applied to the circumstances covered by paragraphs 21 and 22 has been clarified.</td>
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<td>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 or where a student’s research is considered to be at a stage where a change of supervisor may compromise their progress, the second supervisor or advisor may be external to the College. Cases of scarce expertise within College may include circumstances where there is a lack of technical and academic expertise in a particular research area or a lack of expertise in a particular methodology or theoretical perspective. Normally, supervision exclusively by persons from outside the College will not be permitted.</td>
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<tr>
<td>Section 2</td>
<td>The text below has been added to the Code as a new paragraph 12 to clarify what should happen in a situation in which the supervisory relationship has broken down and the department has no other member of staff suitable to supervise the student. The rest of the Code has been renumbered accordingly.</td>
<td>4</td>
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<td>12. In circumstances where the supervisory relationship has broken down and the School is unable to allocate a suitable replacement principal supervisor from within the College, a replacement principal supervisor who is external to the College may be appointed. In such circumstances, the second supervisor/advisor should normally be a member of College staff from outside the student’s home department.</td>
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<tr>
<td>Section 2</td>
<td>The text below has been added to the Code as a new paragraph 13 to clarify what should happen with requests for the appointment of an external person to act as principal supervisor, second supervisor or advisor. The rest of the Code has been renumbered accordingly.</td>
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<td>13. Requests for the appointment of an external person to act as a principal supervisor, second supervisor or advisor must normally be made to the Head of School, who will be responsible for the approval of any such requests. Any dispute in respect of an external appointment must be dealt with by the Doctoral School.</td>
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</table>
Section 2

The text in bold has been removed in paragraph 20 to correctly reflect the support available to students.

20. The principal supervisor’s responsibilities include, but are not limited to:

- 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;

- advising on techniques, literature and methods, and encouraging familiarity with developments in the subject;

- ensuring that any necessary internal administrative and other procedures are adhered to (e.g. annual reviews);

- 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;

- lodging notes and dates of each substantive supervisory meeting (as agreed with the student) centrally in their school (this would normally be with the annual review notes);

- 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 School Director of PGR Education for approval and filing;

- 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 Tool] and monitoring and updating the fulfilment of these needs through supervisions, annual reviews and at the upgrade meeting;

- arranging appropriate introductions to the school and where appropriate the departmental and/or school research environment;

- promoting awareness of ethical, legal and professional issues relevant to the conduct and presentation of research, including plagiarism;

- 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 them aware if progress is inadequate, offering support and advising them how to rectify the situation; making an annual written report to the School Director of PGR Education;

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 School Director of PGR Education and/or Head of School as necessary;

o. submitting reports on student progress to the School Director of PGR Education, 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 Advisory and Wellbeing 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);
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).

Section 2

The text highlighted in bold has been amended in paragraph 23 to reflect the changes made to paragraph 11 of the Code.

23. In line with paragraph 11, a principal supervisor who leaves the employment of the College may continue to be involved as the student’s second supervisor, provided the School 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 an additional second supervisor and/or advisor. Should both the principal and second supervisor leave the College’s employment within a short period of each other, and alternative supervision arrangements cannot be made from within College, then the Head of School may agree to an external appointment.

Section 7

The text highlighted in bold has been added to paragraph 62 to clarify the current wording so as to make clear that the restriction in the number of hours worked only applies to full-time students up to the point at which they submit their thesis.

62. Full-time students may undertake paid work (please see paragraphs 55-57 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. This limit does not apply once a full-time student has submitted their thesis. In the case of part-time students no limit exists. Full-time students who are offered full-time employment in their writing up year (but prior to submission of their thesis) may, in exceptional circumstances, request a change to their student status from full-time to part-time to enable them to take up the offer of employment.