CODE OF PRACTICE FOR RESEARCH DEGREE STUDENTS AND SUPERVISORS
SUMMARY OF AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR 2020/21

The wording in bold reflects the amended wording

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| Section 2- Roles and Responsibilities The Supervisory Team | **The current wording of paragraph 12 is expanded to set out advice on types of behaviour which should be avoided by the supervisory team.**

All supervisors and advisors should ensure that they behave politely and considerately towards students at all times. In particular supervisors and advisors should avoid the following types of behaviours: abuse of power or authority; verbal, written and/or physical intimidation such as threats or derisory remarks; persistent unjustified criticism; public humiliation; the setting of impossible deadlines or intolerable workload burdens; isolation and exclusions from team meetings and work and social events; deliberately withholding information or other resources an individual needs to do their job; removing, unnecessarily, areas of work from a person so reducing their job to tasks well below their skill and capabilities; refusal to allow taking of reasonable holiday entitlement notified in advance. 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. | 4       |
| Section 4 Period of Study | **Paragraph 42 (a) has been amended to clarify requirements in respect of students notifying supervisors of holiday leave.**

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 *(by e mail is acceptable)* of any holidays taken. **Written notification is not required for public holidays or College closure days.** 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. | 11      |
| Section 11- Feedback, Appeals and Complaints | **Paragraphs 86 and 87 provide further information in cases where a student has a concern around the behaviour of staff or another student related to bullying or harassment.**

86. Students who are unhappy with any aspect of their degree (e.g. quality of supervision) should follow the Student Complaints Procedure. **However, if they have a concern about the behaviour of a member of staff or another student related to bullying or harassment, they should follow the Staff Dignity at work policy**

87. Students who are uncertain of the process regarding a complaint or an appeal, or who require further information or assistance with these | 17      |

Summary of changes – Code of Practice for Research Degree Students and Supervisors 2020/21
procedures, should contact the Students’ Union, the Student Services Centre, their Director of Postgraduate Research Education or the Doctoral School.