

CODE OF PRACTICE FOR RESEARCH DEGREE STUDENTS AND SUPERVISORS
SUMMARY OF AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR 2023/24

The wording in bold reflects the amended wording

Section number	Relevant paragraph(s)	Page (s)
All sections	<p><i>Update terminology in the Research Degree Regulations with the following:</i></p> <p>'Research Degrees Programmes Committee' replaced with 'Doctoral School Committee'.</p> <p>'the College' replaced with 'the University' (unless referring to 'Royal Holloway and New Bedford College', specifically)</p>	All
Section 2	<p><i>Section 2 has been amended to outline the expectations around PGR students' engagement with their doctoral studies.</i></p> <p>7. The College expects students to demonstrate an appropriate level of engagement with their studies. Full-time students are expected to engage with their research for at least 21 hours per week, or part-time equivalent, pro rata. These hours may vary depending on students' individual circumstance.</p> <p>8. Students should advise on, and agree, 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 pro-rata equivalent for part-time students).</p> <p>9. Students who fail to attend two consecutive supervisory meetings without a valid reason may be issued with an engagement reminder from the Doctoral School and given 10 working days, from the date of the reminder, to re-engage with their research. Individual circumstances or personal situations might have adversely affected students' engagement and where this is considered to be the case will be dealt with sympathetically. Further support may be provided, where appropriate.</p> <p>10. If the lack of engagement should continue after the engagement reminder, the formal warning process will commence, in accordance with Section 10 of the <i>Research Degree Regulations</i>. If a lack of engagement should then continue, and where students have not fully re-engaged with their research, the College reserves the right to pursue a request to terminate the student's registration.</p> <p>11. Students may appeal the decision to terminate their registration in writing, within 15 days of the notification, in line with the formal appeals process (see Section 22 of the <i>Research Degree Regulations</i>).</p>	2 & 3
Section 6	<p><i>Section 6 and 10 have been updated to reflect the changes made to the College studentship Terms & Conditions, which now align with UKRI policy.</i></p> <p>(6) a) Interruption 51.56. When an interruption of studies request is approved, the thesis submission deadline is adjusted accordingly (e.g. a student with a 23 September 2019 deadline who interrupts for six months would have a revised submission deadline of 23</p>	14

Section 10	<p>March 2020). Similarly, the thesis submission deadline is extended where a student in receipt of Research Council funding has up to thirteen weeks sick leave approved. The following exception applies to students in receipt of Research Council funding: a. Although the thesis submission deadline set by the College may be extended, it may not always be extended by the Research Council. In such cases, the Research Council deadline takes precedence.</p> <p>57. Where a student on a College or UKRI studentship interrupts due to ill health, they are permitted to apply for up to thirteen weeks of paid sick leave within a rolling 12-month period, supported by a medical certificate. During this period of sick leave, the stipend will continue to be paid and deadlines will be extended accordingly, with the following exception: although the thesis submission deadline set by the College may be extended, it may not always be extended by the Research Council. In such cases, the Research Council deadline takes precedence.</p> <p>10. Maternity, Paternity and Adoption Leave</p> <p>76. 82. Where a student on a College or UKRI studentship 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. 52 weeks of maternity-equivalent leave if the expected week of childbirth will occur during the period of their award. The first 26 weeks should be paid at full stipend rate, pro-rated as necessary for part time students and the following 13 weeks should be paid at a level commensurate with statutory maternity pay. The studentship will be extended accordingly. Students may also request an interruption of the award for a further 13 weeks, during which no stipend 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, 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.</p> <p>77. 83. Full-time and part-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. Where a student is on a College or UKRI studentship, they are entitled to up to two weeks paid Ordinary Paternity Leave on full stipend and their studentship will be extended accordingly.</p> <p>78. 84. 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.</p> <p>79. 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</p> <p>80. 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</p>	<p>14</p> <p>16/17</p> <p>17</p>
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	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	
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