Higher Degree Regulations
Code of Practice for Research Candidature and Supervision

2023/24

Contents

Introduction to the Research Environment

2. The research environment should be regarded as both a place of learning as well as of research productivity. The environment allows for research students' changing needs and requirements as the programme develops, including providing an adequate amount of academic and, if relevant, work or practice-based supervision of an appropriate quality. To satisfy these aims, there should be a clear commitment to research in the Department(s)/Institute(s) and/or Research Degree Area in which research students are to be supervised, as well as commitment to encouraging the integration of research students into the research activity of the relevant Department(s)/Institute(s), Research Degree Area and any associated groupings e.g. research entities. Factors that can be used to indicate excellence in research would normally include:

    •   demonstrable research

diversity policies and interviewing techniques, and should be aware of the support available for disabled applicants.

c. The University should provide clear, accessible, jargon-free information for potential applicants and staff involved in the admissions process, recognising diversity and different needs. Research students should be made aware of opportunities to apply for special funding, and how to apply for such funding. Information should also be provided regarding the support available for research students with a disability and how this support can be accessed within the University.

d. Staff responsible for admissions should be aware of, and understand, the legal requirements of the process. Information about these requirements can be obtained

be/become associated with the project and is aware of their responsibilities in relation to research ethics (see Research Ethics Policy) and relevant paragraph above), governance, and IP (see Intellectual Property Policy).

- To make the responsibilities as detailed in relevant paragraph below (Responsibilities of the Research Student)
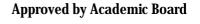
guidance.

- To provide pastoral support and/or refer the research student to other sources of support, independent mentors and other research student support services.

- To check with any research students with regard to the effectiveness of any support they are receiving from the University services, and responding to any ongoing or acute difficulties.

commitment found to be most helpful, agreeing and adhering to a schedule of meetings, and the importance of preparation for these;

- agreeing with one or more members of the supervisory team the amount of time to be devoted to the research and the timing and duration of any holiday periods (see Paragraph 61 below);

- analysing, with assistance from one or more members of the supervisory team, any initial or ongoing training needs with respect to research and generic/transferable skills, and participating in appropriate training activities as advised by one or more members of the supervisory team in order to meet these needs;

- maintaining the progress of the work in accordance with the research plan agreed with one or more members of the supervisory team, including

academic staff who

publications, conference papers, etc. The Research Degree Coordinator can be consulted to clarify expectations.

The Recommendation

62. A recommendation from the Major Review panel must be made to the Research Degrees Group which is charged with responsibility for approving continuing progress on the PhD programme. The

students this is after six months, and for PT students this is after twelve months. Time spent in nominal registration will count towards the total period of candidature. A research student returning from suspension may not transfer to nominal registration until at least two months after their return from suspension (see Higher Degree Regulations).

Production and Submission of the Thesis

68. The requirements for the production of the thesis for submission laid down in the document Completion of Research Degree Candidature (Appendix 3 to Higher Degree Regulations) should be followed. Attention is also drawn to the following:

Decision to Submit

69. The final decision on the content of the dissertation and when to submit it rests with the candidate. The research student should take note of supervision advice but this advice should not be taken as an indication that the final thesis will fulfil the requirements of the examiners. A supervisor must inform the Research Office in writing if the research student submits without their agreement. This information will not be made knon3 4.6.1e23.9983]TJ 16.443 0 Td ( )T5nt

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independent and confidential advice about submitting a complaint from the Academic Quality and Standards Service.

Appeals Procedures

72. Following a decision made by a relevant body, the research student may appeal if they can produce evidence of one or more of the grounds outlined within the University's Academic Regulations. Research students are advised to consult with the Students' Union and/or Academic Quality and Standards Service which can provide free, independent and confidential advice as well as representation in such matters. See also the Higher Degree Regulations.

[END]

[1] Regulations for MPhil/PhD Degrees are available on the University's website and the University's Intranet. http://www.chi.ac.uk/about-us/policies-and-statements

[2] taken from the Quality Assurance Ag 1.Rt