



RESEARCH DEGREE STUDENT HANDBOOK

and FAQs

For candidates for PhD, DProf, MPhil, MProf

Academic Year 2011-12

Graduate Research School (GRS)

CONTENTS

1)	Frequently Asked Questions	page 3
2)	Key people and departments	page 5
3)	Admissions, enrolment, fees, entry dates	page 8
4)	Re-enrolment	page 10
5)	Registration Periods	page 11
6)	Induction	page 12
7)	Research Training	page 13
8)	Academic work & administrative procedure for your degree	page 16
	a) Registration	page 16
	b) Research ethics clearance	page 16
	c) Progression	page 17
	d) Annual Monitoring	page 18
	e) Suspension and extension of Registration	page 18
	f) Changing your supervisors	page 19
	g) Changing your mode of study and fees	page 20
	h) Research integrity	page 20
9)	Submission of the thesis	page 21
10)	Examination	page 21
11)	Graduation/Award Ceremonies	page 22
12)	Assessment review	page 22
13)	Teaching and assessment duties	page 23
14)	Intellectual Property	page 23
15)	PGR networking and support	page 23
16)	Student representation and other support	page 24
	Campus map	page 25

1) Frequently Asked Questions (FAQs)

What happens to my Enquiry/Application once I've sent it in?

Once you make an enquiry or application there are a number of things that have to take place before we can get back to you. Although the Graduate Research School (GRS) aim to respond to your enquiry and/or application as quickly as possible, at some times of year it can take longer. Your enquiry/application also needs to be seen by several people involved with admissions. Please be patient. It is much more important that your application is looked at properly and this reduces problems later, so it's worth the wait!

How do I get a student visa or visa extension?

Student visas (Tier 4 visas) are issued once you have an unconditional offer of a place on a programme and you have accepted the offer. This is evidenced by a Certificate of Acceptance of Studies (CAS) which is issued by Academic Registry. *GRS do not issue CAS.* It is important to allow plenty of time when applying for a visa. Visa extensions are issued on the basis of evidence that you are still a student and require more time to complete your programme. The best place to go for advice on visas and extensions is the International Students Office. Immigration is complex and it is always best to get expert advice. There are fees for visas and extensions.

Who do I talk to if I have a problem about enrolment or administration?

All research degree admissions are dealt with by GRS, so if you have a problem with enrolment you should inform GRS staff first. Enrolment is done online (using E-Vision) and advice on enrolment can be obtained from Academic Registry. The administration of your degree is done by Schools and by GRS. If you have a question about routine matters of administration then the first person to approach is the Postgraduate Tutor in your School. The Secretary/Administrator for the School Research Degrees Committee is also a good person to ask. If you are still unsure about an aspect of your degree administration, then talk to staff in GRS.

Who do I talk to if I have a problem with my supervisor(s) or my School?

The first thing to do to resolve a problem is to discuss it with your supervisors! If this does not have a result, then the Postgraduate Tutor or Chair of School Research Degrees Committee should be able to help. If this still does not have a result, then you should consult with the Assistant Dean (Research) or the Dean. Finally, if all avenues have been tried with no result, then discuss with staff in GRS or Dean of GRS.

How does Progression work? What do I have to do?

Progression is an important stage of your degree where the University determines whether your work has progressed sufficiently for you to be allowed to continue on your programme of research. It takes place at the end of the first year (full-time students) or second year (part-time students). The dates of Progression are given to you in your offer letter and materials. Make a note of the deadlines. You will be asked to prepare a report of your research progress so far and submit this along with a form to be considered by a panel, which includes external assessment. You will then be invited to attend a meeting where you will be asked questions about your report and your research. You may be invited to respond in writing to issues raised by the assessors. Finally, the panel makes a recommendation to the School and then to the University Research Degrees Committee. The possible outcomes of Progression are: a) you are recommended to progress further on the degree of Registration; b) you are recommended to progress further on a lower degree (MPhil rather than PhD); c) you are recommended to be withdrawn.

When do I re-enrol?

You **MUST** re-enrol annually. This applies to everyone studying for a research degree, *regardless of stage or status*. You will need to re-enrol around the anniversary of your original start date. If you do not re-enrol you are no longer a student and are likely to be withdrawn. You cannot submit your thesis or be examined if you are not enrolled. You must be enrolled up to the point at which you are notified that you have been awarded the degree. *If you think you'll have problems paying your fees you should still re-enrol*. It is possible to make arrangements with Finance to deal with the fees later. If you encounter problems with re-enrolling, contact GRS immediately.

Where can I find out about English language courses?

English language courses are handled by the School of Social Sciences of Law. Two kinds of courses are available. There are generic English language courses for basic English and will be taught in classes along with undergraduate and other students. We also have some specialised English language courses for research students. To enrol on generic courses, contact English Language Support elt@tees.ac.uk. For specialist English sessions, contact Dr Rawnsley in GRS.

Where can I find funding for conferences or travel to events?

If you are funded by a Research Council studentship, extra training funding is available. Other student funding for conferences depends on your participation. If you are only attending a conference, it is unlikely that there will be funding available. If you are giving a presentation, then speak to staff in your School about the possible funding available. *GRS do not have any funding for student conference attendance*.

What format should a thesis have?

The formatting requirements for a thesis are given in the '*Framework and Regulations for the Award of Higher Degrees by Research*' Section B4.3vi. A separate PDF document covering format requirements is also available from GRS.

When do I have to submit my thesis?

Each student will submit according to their own progress and timetable for submission. Full-time students should aim to submit their thesis in around 3 years. Part-time students should aim to submit their thesis in around 6 years. However, the maximum time for full-time students is 4 years and for part-time students 7 years. If you do not submit within this period, you will need to apply for an extension of registration or your submission will be invalidated.

Where and how do I submit my thesis?

All theses should be submitted to GRS and include a formal 'Declaration of Submission' form. Contact Dr Rawnsley for further information.

How are viva examinations arranged?

Viva examinations are arranged by GRS and not by Schools. Contact Dr Rawnsley for further information.

How do I find out about the award ceremonies?

Award ceremonies take place annually in November. Your degree must have been ratified by early October at the latest for you to attend the following month. You will be invited to attend by Academic Registry, who are responsible for arrangements at Awards Ceremonies. GRS do not organise Awards Ceremonies and cannot issue invitations or issue you with tickets for guests.

2) Key people and departments

There are a number of departments, roles, and members of staff who will be central to your support on a research degree.

Graduate Research School (GRS)

GRS is the central department of the University which deals with all aspects of research. When you applied for a place, your application would have been handled primarily by GRS. All aspects of research degree administration at the University level, including examinations, are handled within GRS in tandem with the University Research Degrees Committee, Research Institutes, and Schools. Staff who deal with research degrees in GRS are:

Prof Zulf Ali z.ali@tees.ac.uk	Dean
Dr Andrew Rawnsley a.rawnsley@tees.ac.uk	Research Governance & Training Manager
Dr Martin Leyland m.leyland@tees.ac.uk	Postgraduate Research Student Advisor
Lorraine Smeltzer lorraine.smeltzer@tees.ac.uk	Research Administrator

For matters related to admissions, enrolment, or student support contact Dr Leyland or Lorraine Smeltzer. For matters related to academic standards, regulations, thesis submission, examination, ethics and integrity, contact Dr Rawnsley.

University Research Degrees sub-Committee (URDSC)

URDSC is the assessment board for research degrees, ultimately responsible for ratifying the award of the degree and for approving all aspects of academic progress. Staff on the committee are senior or highly experienced researchers, and include staff from every School and Institute.

Dr Meez Islam m.islam@tees.ac.uk	Chair (up to August 2012)
Dr Phil Brooke p.j.brooke@tees.ac.uk	Vice-Chair (up to August 2012)
Dr Andrew Rawnsley a.rawnsley@tees.ac.uk	Secretary

You will receive formal communication via GRS from URDSC about all aspects of your academic progress whilst you are studying for your degree.

Students' Union (SU)

Philip Makinson	Education Officer	p.makinson@tees.ac.uk
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Philip deals with student representation and is a good contact if you have problems that you would prefer to deal with using the Student Union system rather than staff.

Research Institute and School research staff

You will be enrolled in a particular School and affiliated with a particular Institute. Some aspects of your academic programme will be handled by the School Research Degrees Committee (SRDC). *The Postgraduate Tutor in your School should be your first point of contact if you have questions or issues about your study.* The Chair of your School's Research Degrees Committee will also be able to advise you on important aspects of your research degree programme. The Institute Directors and Assistant Deans (Research) are principally responsible for research in the associated disciplines, but are important senior staff in these areas, who you should be familiar with.

Digital Futures Institute (DFI)

School of Computing (SCM)

- DFI Director and Assistant Dean (Research) – Prof Marc Cavazza
- Chair SRDC – Dr Elaine Pearson
- Secretary SRDC – Claire Barker
- Postgraduate Tutor – tbc

Health and Social Care Institute (HSCI)

School of Health and Social Care (SHSC)

- HSCI Director and Assistant Dean (Research) – Prof Janet Shucksmith
- Chair SRDC – Prof Alan Batterham
- Secretary SRDC – Claire Gee
- Postgraduate Tutor – Dr Sharon Hamilton

Institute of Design, Culture and the Arts

School of Arts and Media (SAM)

- IDCA Director – Prof Nigel Copsey
- Chair SRDC – Prof Nigel Copsey
- Secretary SRDC – Mandy Spurrell
- Postgraduate Tutor – Dr Diane Railton

Social Futures Institute (SoFI)

School of Social Sciences and Law (SSSL)

- SoFI Director and Assistant Dean (Research) – Dr Paul Crawshaw
- Chair SRDC – Dr Ray Arthur
- Secretary SRDC – Barbara Cox
- Postgraduate Tutor – Dr Andrea Abbas

Technology Futures Institute (TFI)

School of Science and Engineering (SSE)

- TFI Director and Assistant Dean (Research) – Prof Nashwan Dawood
- Chair SRDC – Dr JianYong Zhang
- Secretary SRDC – Julie Wright
- Postgraduate Tutor – Dr Mosh Sarker

Teesside University Business School (TUBS)

- Assistant Dean (Research) – Dr John Blenkinsopp
- Chair SRDC – Prof Michael Macaulay
- Secretary SRDC – Gemma Crabtree
- Postgraduate Tutor – Dr Yongsheng Guo

Library Staff

Support from specialist librarians is vital to your success on a research degree. The subject specialist librarians in each research area are:

- Jane Burke (Arts & Media) (Wed-Fri) j.burke@tees.ac.uk
- Val Sonley (Arts & Media) (Mon-Wed) v.sonley@tees.ac.uk
- Carol Dell-Price (Business) carol.dell-price@tees.ac.uk
- Sue Myer (Computing) s.myer@tees.ac.uk
- Iain Baird (Health & Social Care) i.baird@tees.ac.uk
- Clare Barber (Science & Engineering) c.barber@tees.ac.uk
- Fran Porritt (Social Sciences & Law) f.porritt@tees.ac.uk

Other important staff for research students to know:

- Prof Cliff Hardcastle – Deputy Vice-Chancellor (Research and Enterprise)
- Marie Andrew – Ombuds Officer
- Stewart Martin – Chair, University Research Ethics Committee
- Sharon Patterson – Chair, SAM Research Ethics Committee
- Dr Steve Green – Chair, SCM Research Ethics Committee
- Dr Alasdair Macsween – Chair, SHSC Research Ethics Committee
- Dr Tim Thompson – Chair, SSE Research Ethics Committee
- Dr Martin Tayler – Chair, SSSL Research Ethics Committee
- Dr Jonathan Scott – Chair TUBS Research Ethics Committee
- Dr Geoff Archer – Knowledge Transfer & Commercialisation Manager - DAE

Common abbreviations used at the University:

SRDC – School Research Degrees Committee

SAM – School of Arts and Media

SCM – School of Computing

SHSC – School of Health and Social Care

SSE – School of Science and Engineering

SSSL – School of Social Sciences and Law

TUBS – Teesside University Business School

RDC – Research Degrees Committee

REC – Research Ethics Committee

RDB – Research Degrees Board

DAE – Department of Academic Enterprise

3) Admissions and enrolment

The normal minimum entry requirements to a research degree are a UK upper second class honours degree (2:1) or higher, or an equivalent international qualification, in a subject relevant to the desired subject of research.

Students for whom English is not the first language should normally have, or expect to achieve, a score in the IELTS English Language test with no individual grade below 6.5; or 250 in the computer-based TOEFL test and a score of at least 5.0 in the test of written English. Examination of all research degree theses will take place in English and written work must be submitted in English, so a good grasp of academic and technical English use is very important in making adequate progress on a research degree.

A formal application can be submitted at any time of year. However, we have three enrolment periods each year for new research programmes, in early *October*, early *January*, and early *May*. You should have submitted your full application *at least two to three months* prior to the enrolment month in which you would like to start your research degree. Non-UK/EU (international) applicants should allow *at least four months prior* because of extra steps for immigration requirements. Applications received late will automatically be considered for the following enrolment period.

If your application has been successful, you will then be issued with an offer of a place which will give you full details of the conditions of your degree programme and enrolment date. In some cases, you may be offered a conditional place subject to payment of a fee deposit (for international students), completion of a previous degree programme, or other entry requirements. Once you have received an offer of a place, you will then need to respond by a specified date to inform us of your intention to take up the place. You can defer an offer of a place to a later enrolment period within the same academic year.

Fees (per year) – as of 2011-12 academic year

- UK/EU students FULL TIME: £4,250
- UK/EU students PART TIME:
 - PhD or MPhil - £1,310 (lab based); £1,260 (non-lab)
 - PhD or MPhil – Teesside Business School - £1,550
 - DProf or MProf – Social Sciences and Law - £1,310
 - DProf or MProf – All other Schools - £1,700
- Non-UK/EU international (“overseas”) students FULL TIME: £10,250

Distance learning applications are only accepted in limited circumstances and some areas of study do not accept students at a distance.

- £1310 EU distance learning outside UK lab based PhD or MPhil
- £1260 EU distance learning outside UK non lab based PhD or MPhil
- £1550 distance learning Teesside Business School *only via Aalen agreement*
- £3190 international distance learning outside EU lab based PhD or MPhil
- £2800 international distance learning outside EU non-lab based PhD or MPhil
- £3190 DProf or MProf distance learning (lab based)
- £2800 DProf or MProf distance learning (non-lab based)

If your programme of research will be taking place within the School of Science and Engineering, *an additional Bench Fee of £ 2,500* per year (pro-rata part-time) will apply.

Full-time students who do not complete their studies within three years will be required to pay the relevant part-time fee (at UK/EU level) up to submission of the thesis.

If your fees are being paid for you, we will require evidence from your sponsor.

As long as the minimum registration period has been reached, no fees are payable after you have submitted the thesis for examination. No further fees are due regardless of the length of time it takes to examine and approve the final version of the thesis.

Students on University Research Doctoral Studentships are eligible to apply for a fee waiver for the fourth year of full-time study, conditional on adequate progress having been made.

Cohort entry dates each academic year are as follows:

- **1st Monday in October**
- **2nd Monday in January**
- **1st Tuesday in May**

We do not enroll students at any other time outside these three cohort dates each year. It is important to note that if you wish to enrol at a specific cohort time in the year, you should allow plenty of time prior to this date for the processing of your application and offer. International students will need to allow for longer periods prior to enrolment to deal with visas and other immigration related matters. Please see the specific International research student guidance sheet for further details. For further details about admissions and enrolment, please contact Dr Martin Leyland or Lorraine Smeltzer in GRS.

4) Re-enrolment

Each year that you continue to study up to the point of submission of the thesis *you must be enrolled and pay fees*. You will be asked to re-enrol on the anniversary of your original enrolment date upon agreement that your academic progress is satisfactory. **Failure to re-enrol means that you are no longer formally a student and may be withdrawn by default.** Students who are not enrolled or who owe fees at the time of submission will not be examined until they have re-enrolled and paid off the fees that they owe. Re-enrolment is completed online using E-Vision. Sometimes, you may experience hitches in re-enrolment using the online system. This is usually because there is something wrong with your student record which can be sorted out if you contact us. Please contact Dr Martin Leyland in GRS if you experience any problems with re-enrolment.

5) Registration periods

Minimum registration periods are the *minimum period for which you must study and pay fees* before you can submit a thesis for examination.

From 2011-12, the minimum periods are as follows:

PhD/DProf	Full-time study	24 months
	Part-time study	36 months
MPhil/MProf	Full-time study	18 months
	Part-time study	24 months

Maximum registration periods are the *maximum period within which you must submit your thesis for examination*. You will pay fees up to the point at which you submit your thesis. Part-time students pay the same fee each year throughout the duration of study. Full-time students pay the full-time fee for the first three years of study; thereafter, they pay the equivalent UK-EU part-time fee for the remaining years up to submission. *Theses submitted after the expiration date of registration will be invalid*. The date on which your registration expires will be communicated to you regularly in letters you receive about progress on your degree and *it is your responsibility to know this date*. Although maximum registration periods can be extended in exceptional circumstances, these maximum periods are considered adequate for submission of your thesis. Extensions are approved *at the discretion of the University Research Degrees Committee* and are not guaranteed to be approved so you should not rely on being able to submit after your registration has expired.

From 2011-12 maximum registration periods are as follows:

PhD/DProf	Full-time study	48 months (4 years)
	Part-time study	84 months (7 years)
MPhil/MProf	Full-time study	36 months (3 years)
	Part-time study	48 months (4 years)

Full-time students who enrolled prior to January 2012 will have slightly longer registration periods. Part-time students who enrolled prior to 2011-12 will have their registration periods extended to 84 months.

6) Induction

Each cohort entry has a linked GRS Induction event which normally takes place within two weeks of enrolment. *Induction sessions are required attendance for all new research degree candidates.* Students who do not attend GRS Induction in their first year of study will not be approved to progress to the second year of study. Details of the date, venue, and times for the session appropriate to your cohort entry date will be sent to you along with your offer of a place. Please make a note of this date and make sure that you can attend. If you have been offered a place well in advance, as is recommended, you should be able to make sure that your diary is free for the required training events. Induction is designed to be taken at the commencement of studies and is much more useful to you if you attend when you are a new student. The content is comprised of useful information as well as essential things you must be aware of as a new research student. Induction events also allow for networking with other new students, along with presentations sessions by staff and departments across the University who support research students:

- Library
- Student Services
- Students' Union
- Careers Service
- Department for Learning Development
- Academic Enterprise
- Chair of University Research Degree Committee

You should also be offered an informal Induction by your School and/or Institute. At the very least, you should be introduced to important members of staff who will be involved in your study and academic progress; and you should know how to find your way around the department. If you do not receive a local Induction, please inform staff in GRS or discuss with your Director of Studies, who should be able to arrange this for you. For details about Induction, please contact Dr Martin Leyland in GRS.

7) Research training

The University offers research training to all our postgraduate students studying for research degrees. This training provides support for important aspects of research throughout your degree. Sessions cover a range of topics from basic research skills such as project planning and methodology; to writing and presentation skills and other transferable skills development. Courses and shorter workshops tailored to the structure of our research degrees are useful in gaining knowledge about what your study entails. These cover typical concerns at different stages of a degree. Sessions generally include: information and presentation of material, group tasks linked to your research, plenary discussion, and the opportunity to meet researchers from different disciplines across the University.

Training Needs Analysis

As a research degree student you will need to explore your training needs with your supervisors and with staff in the Graduate Research School. This enables a suitable level of training to be provided in your discipline, in research methodology, and in broader research and transferable skills. You are asked to reflect on your research skills as part of your application. However, when you are offered a place, you will take this further by completing a more detailed training needs analysis, in consultation with staff. This forms the reference point for your training provision for the duration of your degree. To arrange this when you first enrol, please contact Dr Andrew Rawnsley in GRS.

The main central research training programme consists of three stages, linked to the three main stages (or years) of a doctoral programme:

Initial Research Training

Taken in the first year Initial Training covers the basics of starting a research degree, laying the foundations for further training in your subject areas. As well as covering project management and academic criteria, the course encourages you to reflect on your research practice and think carefully about the epistemological and methodological issues involved in the early stages of a research project. Like Induction, Initial Training is an important aspect in getting a good start on your research degree and is a requirement for progression to the second year of the degree programme.

Continuing Research Training

This is taken during the mid-stage of the research degree and covers typical problems encountered as research projects become more focused. This involves topics such as academic writing, presentation, and further reflection on the process of research. An especially important aspect is encouraging you to be confident in your ability to translate sources and data into robust research material. This course is usually offered once during the year in the Spring term. Continuing Training is optional to attend but highly recommended to maintain good progress in the central stages of your research.

Completion Research Training

This is taken during the final stages of the degree to address further advanced needs in academic writing and editing. Topics include information on preparing your thesis for submission, proofing of the thesis, and details and strategies of the oral viva examination. This course is usually offered once during the year in the Spring term. Completion Training is optional to attend but highly recommended to prepare for submission and examination.

Library and information services training

A session with a subject specialist librarian will be scheduled flexibly for you once you have taken Induction and Initial Training. This meeting covers the essentials of locating source material for the literature review stage of research and is done specifically with the view of how this works at Teesside. It also offers the important opportunity to meet the subject specialist in the library who deals with your subject area who will be an important support for your work over the next few years. This meeting with a Librarian is also a *requirement* for all new research students. If you have sufficient previous experience with Teesside's library resources (for instance, from a masters programme) then a more advanced session will be scheduled for you. It is important to realise that research degrees require a higher level of information literacy and even if you have used library resources on a taught postgraduate programme you will need to be introduced to literature search techniques appropriate for advanced research work.

For the benefit of part-time students who cannot manage to attend on weekdays, materials for training are also available online. The requirement to attend Initial Training can be completed by part-time and distance learning students by taking online modules. Access to these modules will be given to you if you cannot attend Initial Training in person.

Other training is offered in:

- Academic writing for research (twice a year, in Autumn and Spring terms)
- Academic presentation for research (once a year)
- Research ethics in-depth (once or twice a year)
- Basic research ethics (twice or three times a year)
- Research integrity (twice a year)

Other specific training sessions –on topics such as intellectual property, entrepreneurial skills, and specialised research methods- are offered via GRS and through Schools and Institutes. Details about research training events are listed on the research training web page which is updated throughout the year. You should ensure that you book a place onto all training events so that expected numbers of attendees can be planned for in making handouts. It is advisable to check the events web page before coming to a session in case there have been changes to times or venues: <http://www.tees.ac.uk/sections/research/training.cfm>

Students who are funded by Research Council studentships are required as a condition of their funding to attend a minimum number of hours of research training per year. The University also sends a limited number of students to national and regional Grad School residential training courses. Invitations to attend events will usually be circulated via email. For information about training support please contact Dr Andrew Rawnsley in GRS.

8) Academic work and administrative procedure for your degree

a) Registration

It is important to realise that when you first enrol at the University, you have simply enrolled as an *active* student. In order for you to be enrolled onto your desired research degree programme (whether MPhil, PhD, MProf, or DProf) you need to apply to *Register* for this *specific degree*. Registration is the name for you being enrolled onto a specific degree. Application for Registration is required. If you are a full-time student you will need to apply for Registration *within six weeks* of your enrolment; if you are a part-time student you will need to apply for Registration *within nine weeks* of enrolment.

The application for Registration is straightforward. In the application you will be asked to give a brief outline of your research project and indicate that you have begun to put together the resources and materials necessary to study throughout the first year. The Registration document will also require that your Director of Studies and other supervisor(s) are formally agreed. *You apply for Registration to your School Research Degrees Committee*. Your School may require you to attend a meeting where your Registration application is discussed. This will give you the chance to clarify how you are setting about commencing your research. At this point, you may be asked to revise or reconsider aspects of your proposed research. In some cases, this will be because your project does not look viable. In other cases, it may be that your work plan does not appear to be well organized and feasible. You will be given feedback in order to successfully Register.

Once approved, your Registration dates will be communicated to you. Your Registration will be dated with effect from your start date. This means it is back dated to your first day in attendance at the University. You will also be given the date on which your Registration will expire. See the section on Registration Periods for details about the time for which your Registration will be valid.

b) Research ethics clearance

All research conducted as part of a research degree project must be conducted in an ethical manner. The range of ethical issues which could arise in research is diverse. You will be required to obtain *ethical Clearance* for your research project. Ethical Clearance can take place using one of two routes: *Release* or *Approval*. Whereas Release is a light-touch process designed for work with low risk or minimal ethical

issues, Approval is a more involved application in which you will need to give details of your methods and aims in order for the project to be considered by a Research Ethics Committee (REC). *You will need to apply for Release or Approval by submitting an application to your School Research Ethics Committee (SREC).* Because you cannot start any practical research (such as recruitment of members of the public) before you have obtained Clearance, it is important to get the application for Clearance process started early in your first year. You must have received Clearance before you can be approved through Progression (see c below) but it can be pending for your application for Registration. Full details and guidance on research ethics clearance is given in the document "*Policy, Procedure, and Guidelines for Research Ethics*" which is available from the 'Research Governance' link on the GRS web pages, or in hardcopy from GRS. Training is also available for students who will be dealing with significant ethical issues in their research. For further information, contact Dr Rawnsley in GRS.

c) Progression

After you have been working on your project for about a year (full-time students) or for about two years (part-time students) you will be required to undergo a rigorous assessment of your academic progress. This stage is called Progression. Progression is an important stage of your degree where the University determines whether your work has progressed sufficiently for you to be allowed to continue on your programme of research. The dates of Progression are given to you in your offer letter and materials. Make a note of the deadlines. *You make an application for Progression to your School Research Degrees Committee.* You will need to prepare a report of your research progress so far and submit this along with a form to be considered by a panel, which includes external assessment. You will then be invited to attend a meeting called a Progression Board where you will be asked questions about your report and your research. You may be invited to respond in writing to issues raised by the assessors. Finally, the panel makes a recommendation to the School and then to the University Research Degrees Committee.

You need to take Progression very seriously. If you do not demonstrate that you have made adequate progress at the level required, you may not be allowed to continue with your studies. This is particularly true for doctoral level work, which is very demanding. In some cases, you may not have demonstrated that your project is likely to lead to the standard of work required for a successful doctoral thesis, and so

will be recommended to progress to continue at masters level only. Alternatively, your work may be so inadequate that you are recommended for withdrawal. If these latter two recommendations occur, you will be entitled to apply for assessment review (see 12 below).

d) Annual Monitoring

Whilst Progression is the major academic assessment stage other than examination, it is important that your progress is monitored periodically throughout all the stages of your research. Many students do not understand why they are required to undergo monitoring on an annual basis. The reason is simple: *if the standard of your work is not monitored at least once a year, the likelihood of your work not reaching a standard at which it can be examined increases*; similarly, many students struggle with the demands of the work and find that they begin to run out of time in which to submit. Annual monitoring is a way in which the University can ensure that a) you are progressing adequately; b) that you do have problems that can be resolved if the University knows about them; c) that you are happy with the resources, supervision, and other support that you are receiving whilst a student. Annual monitoring for full-time students only happens once (at the end of the second year) unless they take longer than three years to submit. Part-time students, however, will have to undergo several annual monitoring assessments, with the exception of the end of the second year where they undergo Progression.

You will be asked to complete annual monitoring each year around the anniversary of your enrolment date. You will need to fill in a simple form on which you are asked to indicate how you think your work is progressing and whether you have problems which you would like the University to know about. You will also be asked to prepare a short piece of writing, a presentation, or other piece of work which will demonstrate the progress of your research. This will then form the basis for a short interview with staff in your School/Institute. Inadequate progress at annual monitoring may result in recommendations to change your degree or to withdraw you from study. Arrangements for Annual Monitoring will be made by your Postgraduate Tutor.

e) Suspension and Extension of Registration

Sometimes during the course of your research, you may find that you need to take time off from your research because of circumstances largely outside your control.

You could become sick, or need to take maternity/paternity leave; you may find that your job makes increased time demands on you resulting in little time for study; or you may have other personal circumstances which prevent you from studying. In such cases, where it is likely that you will not be able to do any work for a period longer than three months, you should make an application for Suspension of Registration. Suspension means that the Registration period that you were given when you registered onto your programme is not wasted, as the 'clock' which marks the maximum time within which you must submit is stopped temporarily. You can apply for Suspension for a minimum of 3 months and for a maximum of 12 months at one time. It is possible to obtain more than one suspension, if circumstances demand. However, you should apply for Suspension as soon as it is clear that you will need the time off. Suspensions are not retroactively available for longer than 3 months, which means that you cannot take time off and then apply for Suspension afterwards. *You make an application for Suspension directly to the University Research Degrees Committee.* A period of Suspension means that you are considered to be an inactive student temporarily and *cannot use University facilities.* Suspension of Registration cannot be used to extend your study period, as a Suspension is only to be used when you *cannot* study and not as a way of obtaining a longer Registration period.

Whereas Suspension stops the clock on the maximum Registration period for periods in which you are unable to study, Extension of Registration extends the time in which you can submit your thesis in circumstances where you have reached the end of the period for which you were originally registered. This should only be used in exceptional circumstances, as the Registration periods for both full-time and part-time study are adequate to accommodate the time required to submit a thesis. If you need to apply for an Extension, *you make an application directly to the University Research Degrees Committee,* but Extensions are not guaranteed to be approved. It is highly unlikely that you will be granted more than one period of Extension. You can apply for a minimum of 3 months and a maximum of 12 months Extension.

f) Changing your supervisors

When you were originally Registered, the supervisors responsible for your guidance were also approved for your programme. It is sometimes necessary to change members of your supervisory team, due to staff retirement or relocation. Sometimes, it is clear that your supervisors' expertise is not suitable for the research you are

doing; sometimes there are personal disagreements which make the relationship between you and your supervisor(s) difficult to sustain. In such cases, you *make an application to change your supervisors directly to the University Research Degrees Committee*. It is important to ensure that if you have changed supervisors informally, that this is then formalised with the University. These changes have to be approved.

g) Changing your mode of study and fees

If you want to change your mode of study from full-time to part-time, or from part-time to full-time, you will need to apply to do so, as this will result in a change of your fees. Note, that if you are an international student from outside the EU then you are not allowed to change to a part-time programme. *You should apply/notify the University of your request to change mode directly to the University Research Degrees Committee* as soon as you know that you want to make the change. If you delay changing modes, it may mean that you are liable for a higher level of fees for the period. Until you are formally changed to your new mode, you will be invoiced for fees at the rate for your original mode of study.

h) Research integrity and responsible conduct of research

Students on research degrees are expected to uphold the highest standards of conduct whilst doing their research. The integrity of your work is part of the expectations of conducting research for a higher degree. This includes a commitment to not engage in any form of research misconduct – such as fabrication of data, falsification or misrepresentation of results, and plagiarism – and a commitment to honesty and responsibility in all aspects of planning, conducting, and reporting on your research. This includes authorship and publishing, as well as practical aspects of research itself. Students who are alleged to have engaged in misconduct will be subject to an investigation by a Panel drawn from membership of the University Research Degrees Committee. Subsequent proven allegations may result in withdrawal. **If misconduct and/or plagiarism is discovered and proven after a thesis has been submitted for examination, this may result in automatic failure of the thesis without examination.** If your research was conducted without prior obtaining of ethical Clearance, Ethical clearance can not be given retrospectively. This is considered a serious form of misconduct. Such conduct will invalidate submission as the research will be considered unethical. The University's guidance on research integrity is available from the 'Research Governance' links on GRS web pages. For further training and information, contact Dr Rawnsley.

9) Submission of the thesis

Detailed guidance about the formats and requirements for a submitted thesis for examination is given in the '*Framework and Regulations for the Award of Higher Degrees by Research*' Section B4.3vi. A separate PDF document covering format requirements is also available from GRS.

You need to submit soft-bound copies of your thesis for examination to GRS, one for each examiner (usually two). Submitted theses need to be accompanied by a 'Declaration of Submission' form. Contact Dr Rawnsley for further information.

If you submit your thesis before an examination team has been nominated by your supervisors and approved by URDSC, then your examination is likely to be seriously delayed.

10) Examination

Examination for research degrees takes place through submission of the thesis and then defending the thesis in oral examination (the 'viva voce'). Once you have submitted your thesis, the time taken before you will sit the viva will depend on a variety of factors, principally the availability of your examiners. Because examination for research degree is a form of peer review, examiners serve in this capacity voluntarily. Therefore, the University is dependent on the goodwill and availability of external examiners. As a guideline, the University *aims* to arrange a viva voce within about 3 months of your submission. However, in some cases it might be a lot longer, especially if you submit in December or in May/June, which are prior to major holiday periods. Whilst we aim to examine candidates within a reasonable timeframe, there can be no guarantees. It is difficult to predict exact dates so please do not expect this.

All research degree examination is arranged by GRS. Your School and supervisor should not be involved in arranging your examination, other than nominating your examiners. You will be informed about the date, time, and venue of your viva. You are expected to make yourself available on this date, so adequate advance notice will be given. A guidance document for students is available and will be sent to you when you are in the process of submitting a thesis or waiting for your viva. Contact Dr Rawnsley for further information.

The outcome of your examination will be given to you immediately following the viva. Any amendments or revisions required will be sent to you by Secretary of URDSC. The examiners' recommendations after examination are considered by URDSC, who will then be responsible for ratifying the award of your degree.

11) Graduation/Award Ceremonies

Award Ceremonies take place annually in November. You should not expect to be invited to the ceremonies unless your award has been ratified by early mid October at the latest. Invitations and all arrangements for the ceremonies are handled by Academic Registry and enquiries about these arrangements cannot be answered by GRS.

12) Assessment review

There are two main points at which assessment of your work could result in an adverse outcome for you. At Progression or Annual Monitoring, your work could be judged to be of inadequate standard and you may be recommended to work toward a lower degree (MPhil rather than PhD), or you may be recommended for withdrawal. In such cases, you can apply for assessment review for this decision to be reconsidered. Likewise, after examination you may be recommended by the examiners for a lower award or you may be failed. You may also apply for assessment review following examination which results in an adverse outcome.

You can only apply for assessment review after the decision has been ratified by the University Research Degrees Committee. Following that ratification, you will have 20 working days in which to make an application for assessment review. Applications must be made to the University Ombuds Office. Further advice can be obtained from the Students Union and Student Services if you find yourself in this position.

13) Teaching and assessment duties

Students may be asked, or may volunteer themselves, to take up a limited amount of teaching and assessment duties in their Schools. Full-time students should note that they are not allowed to undertake more than six hours of teaching or assessment duties in any week. Part-time students do not have this restriction.

If you will be teaching or assessing other students, you should first attend a training session for this purpose. *It is essential that you do not assess the work of other students if you have not first received proper training and support in order to do so.* Please contact Dr Rawnsley if you have questions about teaching and/or assessment, or if you have been asked to assess work without having received training.

14) Intellectual Property

Research students are required to agree the assignment of Intellectual Property Rights (IPR) at the point of enrolment. Literary copyright in theses and other scholarly works are excepted from this requirement. In return they will be treated in the same way as members of staff for the purpose of royalty sharing. For further details see *Intellectual Property Policy (Students)*. For information contact Dr Geoff Archer in Department of Academic Enterprise.

15) PGR networking and support

Whilst studying for a research degree, important support and academic development will come from networking with your fellow students. Opportunities for networking are available in a variety of ways. There is a monthly TURN (Teesside University Research Network) event which involves both staff and students; there is a monthly PGR Student Forum; there are also School and Institute based events. You are encouraged to take part in as many academic and networking events as you are able. Events are also listed on the GRS research events web pages. Details about networking opportunities can also be obtained from Dr Leyland in GRS and from your Postgraduate Tutor.

16) Student representation and support

Each School has a designated representative whose function is to feedback on a wide range of research student issues. They attend the bi-annual Research Degrees Board (RDB) specifically for this purpose but can represent your views at any time to the senior staff in your School or to the Graduate Research School.

If you have a complaint or issue that may affect or be relevant to a number of students in your School or in the wider research community (for example, Library opening hours) you can ask your Rep to bring this to our attention.

For academic year 2011-12 the designated Reps are:

SAM	Ben Roberts
SCM	tbc
SHSC	Alison Innerd and Shaun Wellburn
SSSL	Gabor Aranyi
SSE	Amit Mhalas and Kyp Georgiou
TBS	Steve Pattinson

If your Rep is unavailable or your issue is of interest to a wide range of students and not just researchers, you may wish to take it to the **Students' Union**. The appropriate Officers to contact there are:

Education Officer	Phil Makinson
Campaigns and Welfare Officer	Jenny Gill

The Students' Union also provides general advisors on a range of issues, including accommodation, immigration, finances and volunteering opportunities. Drop into The Link on the first floor of the Union building to find out more.

There is also a postgraduate lounge called "The Corner" which is shared between taught postgraduate students and research degree students. This is located on the ground floor of the Student Union building.

CAMPUS MAP

Venues/Departments used by research degree students

