



Teesside
University

***CODE OF PRACTICE FOR
POSTGRADUATE RESEARCH***

Academic Year 2014-15



The “Code of Practice” is dedicated to the memory of Dr Dick Richardson, Reader in Politics (School of Social Sciences), Chair of the Joint Research Degrees Committee of the Schools of Health, Social Sciences, and Law, Humanities & International Studies, member of the University Research Degrees Sub-Committee, who died tragically on 14 September 1997.

He was co-editor with Emeritus Professor Bill Hall (School of Computing & Mathematics) of the first edition of the Code’s predecessor, “Notes for Guidance for Postgraduate Research” (1996).

CONTENTS

	Page	
1		INTRODUCTION 5
1.1		Purpose of Code of Practice 5
1.2		Data Protection Act, Confidentiality & Publicity 5
2		THE NATURE AND SCOPE OF RESEARCH DEGREES 6
2.1		Master of Philosophy and Master in Professional Studies 6
2.2		Doctor of Philosophy 6
2.3		Doctor in Professional Studies 6
2.4		MPhil and PhD by Completed Work 7
2.5		“M” and “D” Level Descriptors 7
3		ADMISSIONS, OFFERS AND ENROLMENT 8
3.1		Admissions Policy 8
3.2		Entry Requirements 8
3.3		Admission and Offers 8
3.4		Research Effort and Workload 9
3.5		Students Working Overseas 10
3.6		Admissions Appeals Procedure 10
3.7		Response Times 10
3.8		Cohort Entry Start Dates, Enrolment & Re-enrolment 10
3.9		Change of School 11
3.10		Student Protocol 11
4		REGISTRATION 12
4.1		Initial Registration 12
4.2		Confirmation of level of degree at Progression Board 12
4.3		Suspension of Registration or Study 12
4.4		Extension of Registration 13
4.5		Withdrawal from Study or Registration 13
4.6		Change of Mode of Study 14
4.7		Inward transfer of Registration (Advanced Standing) 14
4.8		Lapse of Registration 14
4.9		Research Ethics 15
5		THE FRAMEWORK FOR SUPERVISION, INDUCTION AND TRAINING 16
5.1		The Structure 16
5.2		Responsibilities of the Supervisory team 17
5.3		Responsibilities of the Student 18
5.4		Log Books 19
5.5		Misconduct 20
5.6		Academic misconduct 20
5.7		Induction, Research Skills and other Training 20
6		PROGRESS AND COMPLETION 21
6.1		Academic Progression 21
6.2		Special Review Meetings 22
6.3		Completion 22
6.4		Assessment Review 23

7	MONITORING AND EVALUATION	23
	7.1 Student Record	23
	7.2 Monitoring Role of Director of Studies	24
	7.3 Postgraduate Tutor	24
8	FINANCE	25
	8.1 Research Assistantships and Research Studentships	25
	8.2 Other Awards	25
	8.3 Fees	25
	8.4 University Staff undertaking research degrees	25
	8.5 Part-time Teaching	26
9	GOVERNANCE – Use of University Logo	26
10	COMPLAINTS PROCEDURE	26
11	RESEARCH SUPPORT	27
12	POSTGRADUATE LOUNGE	28
13	STUDENT REPRESENTATION	28
14	STUDENT SUPPORT	28
15	PGR NETWORK	29
16	E-LEARNING@TEES	29
17	LIBRARY & INFORMATION SERVICES	29
18	UNIVERSITY ICT ACCOUNT AND E-MAIL ADDRESS	30
19	ENGLISH LANGUAGE SUPPORT and LEARNING HUB	30
20	LANGUAGES FOR ALL	30

APPENDICES

- 1 ADMISSIONS POLICY**
- 2 “M” and “D” Level Descriptors**
- 3 ADMISSIONS APPEALS PROCEDURE OF PANEL –
 Research Degrees Admissions**
- 4 ACCESS TO STAFF DEVELOPMENT FUNDING**
- 5 UNIVERSITY RESEARCH DEGREES SUB-COMMITTEE
 CONSTITUTION AND TERMS OF REFERENCE**
- 6 UNIVERSITY RESEARCH DEGREES BOARD CONSTITUTION**
- 7 RESPONSIBILITIES OF A STUDENT REPRESENTATIVE**
- 8 RESEARCH STUDENT PROTOCOL**

TEESSIDE UNIVERSITY

CODE OF PRACTICE FOR POSTGRADUATE RESEARCH

1 INTRODUCTION

1.1 Purpose of Code of Practice

The purpose of this Code of Practice is to provide information for postgraduate research students and supervisors of Teesside University in the following areas:

- the nature and scope of research degrees
- admission, enrolment and registration procedures, transfer and progression
- the framework for supervision
- progress and completion
- monitoring and evaluation
- complaints and appeals
- student support
- finance

All research, and particularly research aimed at producing an original contribution to knowledge, is an exciting, creative and rewarding activity, requiring hard work, dedication and consummate interpersonal skills. It is also likely to involve frustration, self-doubt and disappointment, though usually only of a temporary nature. A number of aspects of research may fall outside a student's previous experience, such as the extent of individual study required, the close and extensive working relationship with a small supervisory team and the extent of self-management required. But in most cases these new experiences merely add to the challenge of research and, on obtaining a higher degree, an extra sense of fulfillment. Named Professional Doctorates, are not covered by this Code.

This *Code of Practice* has been reviewed to ensure (in conjunction with the University's *Framework and Regulations for the Award of Higher Degrees by Research*) compatibility with the *QAA Quality Code Chapter B11- Research Degrees* (July 2012), and reviews are undertaken bi-annually of the *Code* and the *Framework and Regulations* to which, wherever possible, cross reference has been made to the appropriate Regulation.

This *Code of Practice* should be read alongside *Framework and Regulations for the Award of Higher Degrees by Research*, which provides the regulatory framework for research degrees; and *Research Degree Student Handbook*, which provides a simpler series of guidelines and FAQs for students about essential aspects of the research degree at the University.

1.2 Data Protection, Confidentiality & Publicity

It should be noted that all personal information is provided in the strictest confidence and for authorized purposes only, in accordance with the terms of the University's registration under the Data Protection Act. Internally, information will be known only to those members of Academic Staff, Committee Members or Officers, Advisors, Examiners or Referees, who need to know at each particular stage. Externally, this will include the Higher Education Statistics Agency, and any Research Council/Funding Body to which an enrolled Research student is connected. Additionally, at Enrolment, Students will be asked to indicate if they wish their name to be

excluded from the Awards Ceremony Brochure or other publicity that the University may seek to generate in relation to its awards and research.

2 THE NATURE AND SCOPE OF RESEARCH DEGREES

Six research degrees are awarded by the University: Master of Philosophy (MPhil); Doctor of Philosophy (PhD); Master in Professional Studies (M.Prof); Doctor in Professional Studies (D.Prof); Master of Philosophy by Completed Work (MPhilCW); and Doctor of Philosophy by Completed Work (PhDCW).

Named professional doctorates, D.Clin.Psy, D.Coun.Psy, DBA, DHSC, DEd are not covered by this Code. The DProf and MProf programmes by the University are research degrees with a professional focus and are not professional doctorates with a taught component plus independent research component as offered in named professional doctorates.

The award of MPhil or PhD by Completed Work is for research work already undertaken prior to registration with the University, but not submitted for examination previously, and is offered only to staff members of the University and not to external candidates.

Some projects will evolve from prospective students, who are looking for potential supervisors – this will be particularly so in the Masters and Doctorate of Professional Studies programmes; other projects will already have been formulated by prospective supervisory staff, who are looking for potential students.

The requirements for the six research degrees are given below, although their interpretation may differ from discipline to discipline and should be discussed with the candidate's supervisory team.

2.1 Master of Philosophy (MPhil); Master in Professional Studies (M.Prof)

The degree of MPhil is awarded to a candidate who, having critically investigated and evaluated an approved topic and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis in oral examination to the satisfaction of the examiners. In the case of M.Prof, the work is based upon professional practice and investigative or creative work.

2.2 Doctor of Philosophy (PhD)

The degree of PhD is awarded to a candidate who, having critically investigated and evaluated an approved topic, resulting in an independent and original contribution to knowledge, and having demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis in oral examination to the satisfaction of the examiners.

2.3 Doctor in Professional Studies (D.Prof)

The degree of D.Prof is awarded to candidates who have successfully completed an approved programme of study, which is based upon professional practice and investigative and creative work, culminating in the submission of an individual thesis, and if appropriate, other media formats. The outcome of the programme must represent an original contribution to knowledge in the area of professional practice in question and must be of an equivalent standard to that

required of a candidate for the award of PhD. The work must be communicable, and the method open to rigorous critique.

2.4 MPhil by Completed Work (MPhilCW); PhD by Completed Work (PhDCW)

a) MPhil by Completed Work

The degree of MPhil by Completed Work is awarded to a candidate who is a member of staff of Teesside University at the time of application and whose previously completed submitted work has demonstrated an understanding of research methods appropriate to the overall theme, to the satisfaction of the examiners, and an assessment of its context in relation to the developing state of the art in the subject concerned.

The candidate must present and defend the thesis in oral examination to the satisfaction of examiners, the conduct of which will be in accordance with the regulations for the award of MPhil and the academic standard associated with the degree will be the same as a conventional MPhil.

b) PhD by Completed Work

The degree of PhD by Completed Work is awarded to a candidate who is a member of staff of Teesside University at the time of application and whose submitted work has demonstrated an independent and original contribution to knowledge, to the satisfaction of the examiners. This specialized route to a PhD is a retrospective assessment of the work submitted, of the research methodology employed in its creation, and assessment of its context in relation to the developing state of the art in the subject concerned. Candidates wishing to follow this route should apply to the University's Graduate Research School for a copy of the relevant regulations.

The candidate must present and defend the thesis in oral examination to the satisfaction of examiners, the conduct of which will be in accordance with the regulations for the award of PhD. The academic standard will be the same as for a conventional PhD.

2.5 “M” and “D” Level Descriptors

In addition to the above, in framing their programmes of work, candidates registering with effect from 1 September 2003 onwards, and their Supervisory teams will give consideration to “M” and “D” level descriptors of the outcomes of study as set out in **Appendix 2** and developed from the QAA Framework of Qualifications for Higher Education in England, Wales and Northern Ireland, 2001.

3 ADMISSIONS AND ENROLMENT

3.1 Admissions Policy

Applicants will be admitted onto programmes of study on the basis of academic merit and the ability to benefit from such study, and the availability of the appropriate research supervisory expertise. Admissions decisions will be taken in light of University policies on access, equal opportunities and at the discretion of Schools Admissions staff in accordance with the policy in **Appendix 1** which should be read in conjunction with paragraphs 3.1 – 3.8.

3.2 Entry Requirements

The normal entry requirement for enrolment on a postgraduate research degree at Teesside University is an undergraduate degree in a cognate field of study with at least an **upper** second class honours (a “2:1”) from a British university, Institute of Higher Education, CNAAB, or recognized overseas equivalent. Exceptionally, consideration will be given to candidates with an alternative academic profile, for example if they have obtained appropriate professional qualifications, or obtained a Master’s degree, in a cognate field.

Except with specific permission, candidates will be required to write and defend their thesis in the English language and for admission, candidates will be expected to have achieved an acceptable level of proficiency in the English language which may be evidenced by a specific grade in one of a number of approved English language tests and examinations, or by having undertaken a degree programme in which the medium of teaching had been the English language. Exceptions may be considered, and where necessary, facilities for English Language tuition identified for all identified as being in need of additional training.

3.3 Admission and Offers

3.3.1 Admission

It will be the responsibility of the Postgraduate Tutor of the academic School to ensure that all formal applications for admission, in the designated form, will be treated on their merits, through submission to the approved procedures for the School. Before any formal offer of admission can be made, it will be necessary for prospective students to have provided a full project proposal and for a supervisory team to have been agreed. An Unconditional Offer can only be made once the School has formally agreed to register the applicant on the degree for which application has been made. Registration is agreed once all authorised signatories have completed form UTRD REGSUP. Schools must be sure that adequate resources exist for the entire period of a student’s programme, before making a formal offer, which is agreed as part of the Registration.

3.3.2 Offer

Applicants should not accept verbal offers of admission. A formal written offer of admission to enrol on a postgraduate research degree at Teesside University may only be made by the School in which the student wishes to enrol, in accordance with the procedures for admission approved by the University, acting on the advice of the Postgraduate Tutor. Where the applicant is to receive a University Research Doctoral Scholarship, the offer letter will be issued by the Dean of the Graduate Research School, on behalf of the academic School with which the student will be registered.

The written Unconditional Offer must be accompanied by conditions of acceptance, mode of study, fees, funding if relevant including the annual amount of studentship and method of payment, the names of all members of the supervisory team, start date, Induction date, required training and dates, target Progression date, Student Regulations, Student Protocol, and other matters relevant to the individual case (e.g. Studentship Regulations), as amended from the standard offer letter approved by the URDSC.

3.3.3 Inward Transfers of existing research students to the University

Applicants wishing to transfer their existing research study from another university to Teesside University must be aware that Teesside University will need to take action in accordance with section 4.7. However, such applicants who are doing so on the basis that their current registration has expired will not be considered.

3.3.4 Offers and visa requirements

Certificates of Acceptance for Studies (CAS) which are used to obtain entry visas can only be issued to international students once an Unconditional Offer has been accepted. Some applicants requiring a CAS and visa will also be required to apply for an Academic Technology Approval Scheme certificate (ATAS). If an applicant requires an ATAS, then they must only be issued with a Conditional Offer initially with application and evidence of ATAS certificate specified as a condition prior to an Unconditional Offer being made.

3.4 Research effort and workloads

Before embarking on a research degree, applicants should consider their current and potential commitments at home and work, and whether or not they can commit the time required to study for a research degree over a continuous and prolonged period, taking into account the minimum and maximum registration periods. Full-time students should devote on average 35 hours per week to their research. Part-time students should devote on average 12 hours per week to their research. This will include requirements to attend Induction, research training, and seminars, as well as supervisory sessions. These amounts will vary from time-to-time according to the stage of the research. However, changes in family circumstances or employment may impinge upon study time and applicants need to discuss these issues with their families and employers where relevant, (whether they are employed outside or within the University) before committing to a research degree.

Within the University, Deans and line managers must ensure that once given permission to study a research degree, this commitment is taken into account within the employee's workload. Consideration should be given by Deans to requesting a year's deferral of taking the PgCTLHE for those staff new to teaching, but still in the process of undertaking a research degree, to facilitate completion of this first.

Similarly, students entering full-time employment or changing employment before they have completed their degree should ensure that their employers are made aware of the fact that they have still to complete their degree, that the employers understand the demands of undertaking a part-time research degree and that they have their support to continue the thesis to completion.

Students should also be aware that because of workloads, and with the exception of taking modules to underpin the research programme, the University may not approve simultaneous enrolment on more than one degree or postgraduate level programme.

Students should not register with another university for a degree or postgraduate level programme simultaneously with their research degree.

3.5 Students working overseas

Research study on a distance learning basis is possible only in a few cases – each application being judged on individual conditions, access to adequate facilities in the home country including journals, laboratories etc, mechanisms for frequency of contact with supervisory team etc and local support where deemed necessary. In addition to tuition fees students will be responsible for paying traveling expenses if it is necessary for their supervisor to visit them in their own country. Additionally, students are normally expected to attend the University for 6 weeks per year. This should coincide with Induction, Registration and Progression Board periods. [*Regs B.1.1 vi*]). Students studying at a distance as part of the agreement between Teesside University Business School and Aalen University should ensure that they understand the requirements for minimum Registration periods and that the supervisors at Aalen have discussed the arrangements and responsibilities for the student's Teesside-based supervisor.

3.6 Admissions Appeals Procedure

An applicant may appeal a decision not to offer admission to a research degree, via the Admissions Appeals Procedure. (See **Appendix 3**)

3.7 Response times

The University will seek to issue prospectus and other promotional material, when published, within 5 working days of a request being received, and to acknowledge receipt of an application form within 5 working days of receipt. Furthermore, it undertakes to give an application full and fair consideration and to provide a speedy response. However, since the University admits students using a cohort system, applicants should check specifically about periods of response to an application since Schools will screen and consider applications in fields linked to each cohort period, rather than on an individual basis.

3.8 Start Dates, enrolment and re-enrolment

a) Cohort entry start dates

The start date of a student's study will also be the enrolment date and fees will be charged from the start date. The start date should be agreed with the Postgraduate Tutor and Director of Studies for official confirmation in the offer letter, and will be one of the following cohort entry dates:

- 1st Monday in October
- 1st Monday in February
- 1st Tuesday in May

Enrolment forms will be made available for signing on the start date, and will be mailed to distance learning students for completion.

Offers made to students to start on alternate dates will only be approved by the Graduate Research School **under exceptional circumstances**.

Students seeking to defer entry from one date after being given an offer will only be permitted to defer entry to a subsequent cohort start date.

b) Enrolment / Re-Enrolment

All students are required to enrol, or be re-enrolled on an annual basis until completion of their studies. Fees are paid up to the date of submission of the thesis, but computer records must be kept up to date until awards have been ratified. This gives access to the full range of university facilities. Students may enrol on either a full-time or part-time basis. Students sign the appropriate enrolment form. They then pay the appropriate enrolment fee through the Finance Office, or give confirmation that any sponsor or awarding-giving body has paid or will pay the fee on their behalf, or, in the case of part-time students, provide evidence of eligibility for receipt of one of the approved list of means-tested benefits.

However, the following should be noted:

- i) Subject to satisfactory completion of the Annual Monitoring process or Progression continuing students will be required to re-enrol online using E-Vision and invoices will be issued. The University will terminate continuing students' Library borrowing rights and close down e-mail accounts if a student has not re-enrolled following academic progression to the following academic year.
- ii) New students cannot be enrolled until they have been through the formal application and offer process and their data has been entered on the University's student record system.

3.9 Change of School

It should be noted that if a student, accepted for study or already enrolled in one school, wishes to transfer to another school after acceptance or enrolment, they may be required to re-apply for entry, and any subsequent offer must be formalized in writing by the accepting school.

3.10 Student Protocol

The Student Protocol for Research Students sets out the relationship between students and Teesside University. It is intended to record the basic understanding between students and the University, and to provide a framework through which the University can work together to enhance a student's time at the University, and should be read in accordance with the Regulations and Code of Practice. See **Appendix 8**.

4 REGISTRATION

4.1 Initial Registration

Students apply for formal registration of their degree proposal, whether for MPhil, M.Prof, PhD or D.Prof, at the time of admission. Once agreed by the School, form UTRD REGSUP is completed so that each student's formal programme of research can be recorded.

Maximum Registration period for full-time students who started prior to 9 January 2012 is 60 months. Students commencing study by full-time mode on or after 9 January 2012 have a maximum Registration period of 48 months. Maximum Registration period for all part-time students is 84 months.

4.2 Confirmation of level of degree at Progression Board

Where a student has registered for the degree of MPhil, PhD or M.Prof, D.Prof, he/she must submit a Progression report at the end of the first year of study using form UTRD PROG, in order that the progression to the next year of the degree can be assessed and confirmed. In addition to form UTRD PROG, students will be required to submit a written Progression document appropriate to the project. The required format of Progression reports is outlined in Section B.3 of the *Regulations*, and differs according to subject area.

It is the responsibility of the School to consider all Progression cases on their merits in accordance with approved procedures. This will take the form of a review of the project at an appropriate meeting. The Progression Board should consist of the Postgraduate Tutor, the supervisory team with input from two independent expert advisers from outside the supervisory team, including one external to the University. These experts will be chosen in consultation between the Tutor for Postgraduate Students and the supervisory team. Neither should be connected with the student's work.

The student and supervisory team are expected to attend the Progression Board. The student and supervisory team will be given the opportunity to respond in writing to the assessors' reports and the reports and responses shall be taken into consideration by URDSC.

The outcome of the Progression Board should be reported to URDSC for ratification. In the event of the Progression application being unsuccessful, the student may request a review of the decision not to permit progress, in accordance with the Assessment Review Procedures.

4.3 Suspension of Registration

A student may request a Suspension of Registration, using form UTRD SUSP. Applications should be made to URDSC. Normally, periods of suspension may be granted for no longer than one year at a time. Applications for Suspension should be made as soon as possible after a student identifies a need to suspend study. They should be made in consultation with the supervisory team. Furthermore, students in receipt of external funding should ensure that they consult the appropriate funding body and Student Services Financial Advisors or the Students' Union before applying for suspension. In general, external funding bodies grant suspensions only in exceptional circumstances and never in retrospect. The University may refuse to grant

an application for Suspension in retrospect and the student may be liable for continued payment of tuition fees.

Taking up full-time employment is not considered a relevant reason for granting Suspension of Registration as a student may continue to study on a part-time basis.

4.4 Extension of Registration

A student who is unlikely to complete their work towards the submission of a thesis within the maximum time permitted may apply for an Extension of Registration on form UTRD EXTN. Applications should be made directly to URDSC. Such an application should be made not less than two months before the expiry date of registration in consultation with the Supervisory team, and, if granted, the student must ensure that they undertake the processes to ensure that they are re-enrolled for the period covered.

Retrospective applications for Extension of Registration may be refused.

Students in receipt of funding should ensure that they consult the appropriate funding body before applying for an extension. It is important that the funding body is informed at the time of any circumstance which is, or might in the future, have a bearing on the planned timetable for the completion of a student's research and consequently their ability to meet the submission deadline. Such consultation should be reported to the URDSC in applications for Extension of Registration.

Taking up employment after the end of a studentship or full-time study is not considered a relevant reason for extending the maximum Registration (Submission) date.

A student may request the review of the University's decision not to grant an Extension of Registration, under the Assessment Review Procedures.

4.5 Withdrawal from study or Registration

If a student wishes to withdraw from study notification must be made on form UTRD WITHD to URDSC and notification to other University departments. In cases of withdrawal, students holding scholarships or studentships may be held responsible for refunding any overpaid awards. At the same time, self-financing students and student sponsors may be eligible for full or partial refund of tuition fees, depending on the time of withdrawal. Students are advised to consult their supervisors or the relevant Postgraduate Tutor and Student Services Financial Advisors or Students' Union before making a final decision to withdraw.

Unless the Fees and Charges Panel of the University agrees otherwise, a student who fails to pay any fees, charges or other debt to the University by the requisite date becomes automatically excluded from the University as prescribed in the University's Fees and Charges Regulations for the time being in force.

4.6 Change of Mode of Study

Students may change their mode of study from part-time to full-time (or *vice versa*) and on payment of any appropriate fee. Application or notification of such a change should be made by submission of form UTRD CHMS. However, Students should be aware that except in exceptional circumstances changes of mode of study will not make a difference to the maximum Registration period for the mode of study for which they were originally registered, and those in receipt of University or external funding must make themselves aware of any requirements of the sponsors.

Frequent changes of mode of study are also not advisable. Changes of mode of study to part-time will lead to reduced access to facilities.

4.7 Inward Transfer of Registration (Advanced Standing)

Should an applicant seek to transfer their registration from another University to Teesside University, the relevant School must:

- a) ensure that an appropriate supervisory team is available;
- b) obtain assurance that the existing supervisory team and the previous university are content for a transfer to be made;
- c) ensure that appropriate funding and other resources are available – including, if appropriate, approval of external sponsors for a transfer to be made;
- d) obtain confirmation of the official date of registration at the previous university and of the progress of the applicant made to date;
- e) consider whether the applicant may be permitted to transfer to the same year of study applicable had they not transferred institutions, and if accepting the applicant, provide a formal written offer as for any applicant, with any conditions concerning advanced standing.

However, students who are seeking an inward transfer on the basis that their current registration has expired, will not be considered.

4.8 Lapse of Registration

Registration will lapse at the expiry of the maximum Registration period for the level of research at which a student is studying; or when a student fails to re-enroll and pay the appropriate fee, whichever is the sooner; or when the University deems the student to have been withdrawn.

4.9 Research ethics Clearance

The University subscribes to an ethic of personal responsibility by which individual researchers, and, in the case of students, their supervisors should have some degree of autonomy and take personal responsibility for their research.

Supervisors will bring to the attention of their students the ethical guidelines of relevant professional associations and the University's documents on research governance.

Ethical Clearance must have been obtained at the time of Progression and a copy of the appropriate research ethics Clearance form (either a Release form or Approval form) must be attached. Progression will not be approved by URDSC unless ethical Clearance has been obtained.

Changes to research project methodology may result in the need to reapply for ethical Clearance. Such considerations may be revisited via Annual Monitoring reviews and/or through the annual audit process undertaken by UREC. Failure to revisit ethical issues that occur through significant changes to methodology is a serious matter and will be considered as a form of research misconduct.

5 THE FRAMEWORK FOR SUPERVISION, INDUCTION AND TRAINING

From the beginning of their studies, research students will have a supervisory team consisting of a Director of Studies and second supervisor as a minimum. Some students will also have a third supervisor and/or additional advisors. In the case of M.Prof and D.Prof students this advisor will be a professional advisor. The successful completion of the research is critically dependent on the skill of this team, its relationship with the student, and their expectations of each other, and also upon appropriate Induction, research and other relevant training, and monitoring.

5.1 The Structure

It is the responsibility of the Dean of School, acting through the Postgraduate Tutor, to ensure that, before formal enrolment, each student has a Director of Studies designate. Similarly, after enrolment, it is the responsibility of the Dean of School, acting through approved School procedures, to ensure that a Supervisory team is appointed, and that adequate continuous supervision is provided until completion of study.

a) The supervisory team

The supervisory team will consist of a Director of Studies and second supervisor as a minimum. Some students will also have a third supervisor and/or additional advisors. The Director of Studies will come from within the University and usually from within the School in which the student is enrolled. The Director of Studies must be suitably qualified for the proposed research and have personal expertise in the student's field of study and/or theoretical approaches to be applied. The second supervisor(s) may be from within the University or outside, depending on the expertise available. In the temporary absence of a Director of Studies (for example illness or sabbatical leave), an acting Director of Studies will be appointed, normally from within the existing supervisory team. Students will have a minimum of two and normally a maximum of three supervisors.

Academic staff themselves registered for a research degree at this or any other institution may not be a supervisor for any research student at the University.

In the case of the M.Prof or D.Prof, an additional advisor must be appointed to contribute professional practice in the chosen field. This advisor may be from the candidate's employing company.

At least one member of the supervisory team will have had at least two successful research degree (MPhil or PhD) supervisions to their credit at a UK university, Institute of Higher Education, CNAAs or overseas equivalent; or will have had one successful completion plus have completed the research supervisor training course offered the University. In the case of PhD or D.Prof registrations, the successful supervisory experience must be at doctoral level.

All staff who are new to research supervision must complete the research supervisor training course either before undertaking supervision, or within the first year of taking up such duties.

b) Workload of Director of Studies

Schools will monitor individual supervisor workloads so that normally a Director of Studies is not responsible for supervising more than six students as Director of Studies at any one time.

c) Change of supervisors

Normally, students will have the same supervisory team throughout their period of study, but for a variety of reasons a supervisor or student may wish to change the approved arrangements. In such cases, either the supervisor or student should discuss this with the Postgraduate Tutor. In cases where the Postgraduate Tutor is the student's supervisor, discussion should take place with an alternate member of staff nominated by the Chair of URDSC. If a change is agreed to be necessary, the appropriate application form [UTRD CHSUP] should be endorsed by members of the previous and prospective Supervisory team, and by the student, and should be submitted to the URDSC for approval.

If a Director of Studies or other supervisor leaves the university, for example through retirement or taking up another appointment, the supervisory arrangements will be reviewed according to School procedures and in consultation with the student, and a new Director of Studies or other Supervisor appointed.

5.2 Responsibilities of the Supervisory team

The responsibilities of the Director of Studies, acting on behalf of the Dean of School include:

- establishing a clear understanding of the mutual expectations between himself/herself and the student, including frequency of contact,
- giving general guidance to the student about the nature of research and the standard expected,
- familiarizing him/herself with the regulations for enrolment and registration, and giving specific guidance to the student regarding School and University procedures,
- ensuring that applications for Progression are made in the proper time frame,
- nominating the Examination Team for approval within the appropriate timescale, but taking no part in the organization of the viva or exchange of Examiners' Reports,
- liaising with the School's Postgraduate Tutor,
- giving specific guidance to the student about the planning of the research programme, literature and sources, attendance at taught classes (which are normally covered by the student's enrolment fee), about requisite techniques (including arranging for instruction where necessary), about ethical issues, appropriate referencing, and about academic misconduct and the problems of cheating and plagiarism,
- making known to researchers any concerns that a researcher may be dyslexic, so that the researcher may obtain official assessment of the suspected condition and obtain appropriate assistance,
- maintaining regular contact with the student through tutorial and seminar meetings, as appropriate,
- countersigning the Log Book and ensuring the copies are lodged with the Postgraduate Tutor and supervisors not present,

- being accessible to the student at other appropriate times when he/she may reasonably need advice,
- giving detailed advice to the student on the necessary completion dates of successive stages of the work,
- requesting written work, as appropriate, and returning such work to the student with constructive criticism and within a reasonable period,
- arranging, as appropriate, for the student to talk about his/her work to staff or graduate seminars, and to have practice in oral examinations,
- ensuring that the student is fully aware of regulations which affect his/her conduct and/or work,
- ensuring that the supervisory team as a whole is working together and that each member is aware of his/her responsibilities,
- agreeing holiday absences for full-time students,
- providing guidance to students required to make amendments or revisions to their submitted and examined theses.

The responsibilities of the second supervisor(s) and any advisers are to be worked out in consultation with the Director of Studies and the student. The detailed arrangements of supervision will differ from discipline to discipline, and even within disciplines, but in general it is considered good practice to keep a written record of expectations and of supervisory session outcomes.

5.3 Responsibilities of the Student

The responsibilities of the student include:

- establishing a clear understanding of the mutual expectations between himself/herself and the Supervisory team, in particular the Director of Studies,
- discussing with the Supervisory team the type of guidance which is found most helpful, and to agree a schedule of meetings,
- taking the initiative in raising problems and difficulties, however elementary they may seem,
- attending such Research and Skills Training workshops and seminars as are identified as beneficial and making presentations,
- completing the Log Book
- ensuring that submissions for Progression and for approval of examination arrangements, are made within the appropriate timescale,
- preparing topics for discussion with the Director of Studies or members of the Supervisory team,
- submitting written work, as appropriate, within an agreed timescale, to members of the Supervisory team,
- consulting Student Services Disability Coordinator about obtaining official assessment of suspected Dyslexia so that appropriate facilities may be sought for proof-reading the thesis, and/or reasonable adjustments may be made for the conduct of the viva voce examination,
- informing the Director of Studies, or other supervisor if not available, of any period of sickness as soon as is practicable, and obtaining medical certification for periods of sickness of 14 days or more.
- taking note of the guidance and feedback from the Supervisory team,

- participating in an Annual Review Meeting of his/her work, according to procedures approved by the School in which he/she is enrolled,
- informing the Supervisory team of any other people with whom his/her work is being discussed, and of any intention to make a presentation or publication arising from the research programme,
- ensuring that the thesis content is properly referenced, and not plagiarized,
- ensuring that the thesis is submitted to the Secretary of the URDSC before the expiry date of the registration period,
- ensuring that the final copy of the thesis is bound in accordance with the regulations, and
- informing the School Research Secretary, of any change of address or telephone number, to ensure that contact is maintained with the Director of Studies and Supervisory team.

If changes occur in a student's circumstances after enrolment, he/she must inform the School Research Secretary in writing, so that School and University records can be updated.

5.4 Log Books

a) Framework

Log Books will be used to formally record structured interactions between students and supervisors. A minimum of **three** structured interactions must be recorded annually. This is in addition to completion of the Annual Monitoring process. The mechanisms for implementing these are either electronic or paper format in accordance with agreements with the relevant School's Postgraduate Tutor.

Supervisors must determine with each student which of the supervisory meetings will be designated as formal interaction for recording purposes, and this decision must be reported by the Supervisors to the Postgraduate Tutor. For the purposes of distance learning, formal interaction may include e-mail contact.

The system will be implemented for all students.

b) Completion

The record should be completed by the student and countersigned by the Director of Studies and any other supervisor/advisor present. The record should be easy to use, but contain sufficient detail to provide a useful record of the topics discussed and actions agreed.

The record should not act as a constraint to academic discussions and should not attempt to be a verbatim record.

After each meeting, a copy of the page should be retained by the student, one copy by the Director of Studies and a third be lodged with the School Postgraduate Tutor. A copy should also be forwarded to members of the Supervisory team who have been unable to attend a meeting.

c) International students holding a Tier 4 visa: extra monitoring requirements

Research students classified as “international students” who require a visa for entry and stay within the UK under the Points Based System of the UK Border Agency, in addition to using Log Books with their supervisors as at a) and b) above, must also complete a record of regular attendance at the University. This will take the form of a record of attendance maintained by the designated member of staff in each School. Please refer to the document *Attendance Monitoring Procedure for International Research Students* for details of the procedure currently in force for this monitoring requirement.

5.5 Misconduct

In cases where a student may have committed serious misconduct, his/her registration may be terminated in accordance with the University’s Student Disciplinary regulations.

5.6 Academic misconduct

The University regards academic misconduct on research degrees as serious offences. Alleged occurrences of academic misconduct in the course of research leading to or published in the research thesis will be dealt with under the University’s *Regulations Relating to Research Misconduct on Research Degree Programmes*.

Allegations of academic misconduct in non-research course work elements or taught course components will be dealt with under the University’s *Regulations Relating to Academic Misconduct (Taught Components and Programmes)* and the outcome notified to the University Research Degrees Sub-Committee. Allegations of infraction of examination regulations involving academic misconduct in an examination in a taught course which forms part of a programme of related studies will be referred to the Examination Disciplinary Committee and the outcome notified to the University Research Degrees Sub-Committee. Alleged occurrences of academic misconduct in published papers or conference papers will be dealt with under Student Disciplinary Regulations and under the terms set-out in the *Framework and Code of Practice for Ensuring Research Integrity*.

Forms of academic misconduct include fabrication of data; falsification of data or analysis; any misrepresentation of results which distort the accuracy of the research. Students who are proven to have engaged in any form of research misconduct may result in withdrawal. Students for whom research misconduct is discovered and proven subsequent to submission or examination may result in failure.

5.7 Induction, research skills and other training

a) Induction and research skills training

A central programme of Induction will be provided for all newly-enrolled research students in the first term of their enrolment. Schools will also provide specific Induction programmes. Attendance at Induction is compulsory.

A programme of generic research training is offered by the Graduate Research School. Students are required to attend any training sessions identified in their offer letters. Attendance will be monitored and is pre-requisite for Progression.

b) Additional modules and short courses

Additionally, students are permitted to apply for central funding to undertake academic modules/short courses at Teesside University which are directly relevant to their area of study, and in accordance with criteria outlined in *Appendix 4* **Access to Staff Development Funding.**

6 PROGRESS AND COMPLETION

Any research programme must be completed and examined within a reasonable timescale, and progression towards this must be planned.

6.1 Academic Progression

a) Timescales

It is the day to-day responsibility of the Director of Studies to make students aware of their progress – or lack of progress – and to set appropriate targets for the various stages of research. Students should refer to the University's *Framework and Regulations for the Award of Higher Degrees by Research* for an indication of the *minimum* and *maximum* timescales for the submission of theses.

b) Research Councils' funding and target submissions/completions

Research Councils have target times within which they expect the students they have funded to have submitted and completed their degrees. For full-time students this is normally 4 years and part-time students 7 years. Students should refer to their particular funding body's targets. They will be expected to submit annual reports to their funding body to secure continued funding, and final reports within the target times.

c) Annual Monitoring review

With the exception of students undergoing a Progression Board at end year 1; OR, normally, students who are expected to submit their thesis *within 3 months or less*, all students must undergo an Annual Monitoring review which is approved on form UTRD REVW in order to ensure that adequate academic progress is being made and that there are no issues which are hindering successful study.

Each School will handle Annual Monitoring in a way appropriate for the disciplines represented in the School. However, the basic form of Annual Monitoring will be as follows:

- Each student will be asked to undergo Annual Monitoring around the anniversary date of their enrolment (in October, January/February, or May);
- Each student will submit a brief report on their work during the previous year accompanied by a piece of writing, presentation, or other agreed submission, which will form the basis for discussion as part of the review process;

- Each student will attend an interview with staff external to the supervisory team;
- At least one member of the supervisory team will take part in the review.

Students will not be allowed to be re-enrolled for the next year of study until completion and satisfactory review of Annual Monitoring has taken place.

6.2 Special Review Meetings

In cases where progress is deemed to be unsatisfactory, students may be required, in addition to the Annual Monitoring review, to attend a Special Review Meeting. Such Special Review Meetings will comprise the student, the Director of Studies, other members of the supervisory team as appropriate, and Postgraduate Tutor. The Chair will be a member of URDSC.

The objective of Special Review Meetings is to agree specific instructions and objectives for students which will enable them to pursue their research satisfactorily. These will be recorded formally and placed on the student record lodged with the School Research Secretary. Students should be advised that failure to meet the requirements of a Special Review Meeting will normally lead to a recommendation to the URDSC for termination of registration. A student may request the review of a decision not to permit progression to the next year of study, under the Assessment Review procedures.

6.3 Completion

a) Approval of examination team

The supervisory team and student should agree a timetable for completion which should include approval of the thesis title, nomination of examiners, entry for examination and compliance with other regulations of the University, as appropriate. The examiners and student must declare any prior connections including personal friendships/relationships and previous joint academic work. Applications for examination should be submitted to the Secretary of the University Research Degrees Sub-Committee, in advance of the planned submission of the thesis. This will allow the URDSC to approve the necessary arrangements in good time. Students must take no part in the arrangement of the examination.

b) Thesis submission and examination timescale

Students are not permitted to submit a thesis unless an examination team has previously been nominated. "Nominated" means that the examiner paperwork required for their approval has been received. The required number of copies of the thesis should be submitted to the Secretary of the URDSC within the appropriate timescale, before expiry of the Registration period, and in accordance with the University's regulations. Students should not submit their theses before they have been notified that their examination team has been approved. Once submitted, there should be no unreasonable delay in examining a thesis, and examiners are requested to offer the earliest possible dates. In most cases, examinations are held within three to four months of submission of the thesis. However, this cannot be guaranteed, especially during the summer and Christmas/New Year holiday periods.

The University's Awards Ceremonies are held annually in mid-late November and students are advised that because of the commitment of examiners to their institutions' examination boards,

their own summer vacations and autumn conferences, **it is unlikely** that a thesis submitted for examination later than June can be examined and the award ratified by the URDSC in time for successful candidates to be listed in the November Awards Ceremony brochure. However, every effort will be made to try to expedite matters.

Students should also be aware that arranging examination for submissions delayed longer than three months after an examination team has been approved can sometimes be affected by examiners taking sabbatical leave, or other theses to which examiners have committed themselves being submitted and taking precedence.

c) Reasonable adjustments for dyslexia

Candidates who have been officially diagnosed as dyslexic should consult the Student Services Disability Advisor so that appropriate facilities may be sought for proof-reading the thesis, and should consult with the Secretary of URDSC so that reasonable adjustments may be made for the conduct of the *viva voce* examination. A copy of the candidates's dyslexia assessment may need to be seen and, with the candidate's approval, selected information shared with the examiners to facilitate reasonable adjustments during the viva.

6.4 Assessment Review

A research student may request a review of an assessment decision not to permit progression, or the final award at the following stages:

- Annual Monitoring
- Progression
- Extension to Registration
- Final Examination
- Re-Examination

subject to certain circumstances outlined in Regulation B.7 of the *“Framework and Regulations for the Award of Higher Degrees by Research”*.

7 MONITORING AND EVALUATION

A research degree programme must be monitored and evaluated to ensure that progress is satisfactory and that students, supervisors and the University are carrying out their responsibilities properly.

7.1 Student Record

A portfolio containing a comprehensive record of each student's progress, from initial enrolment to completion, will be kept.

When paperwork associated with each student is approved by the URDSC, the final version of the forms will be signed by the Chair or Secretary of the URDSC and held by the Graduate

Research School. Communication of such approvals will be forwarded to the Candidate, Director of Studies and the School Research Secretary.

7.2 Director of Studies

Day-to-day responsibility for monitoring student progression lies with the Director of Studies.

7.3 Postgraduate Tutor

Within each School, there is a Postgraduate Tutor who undertakes the day-to-day administration of the procedures agreed by URDSC. The Postgraduate Tutor for each School is an ex-officio member of URDSC.

The Postgraduate Tutor's responsibilities include:

- ensuring that the admission, enrolment and annual re-enrolment of research degree students conforms to university regulations and procedures; that only students who are qualified to do so are admitted; that before enrolment all new students have agreed a project topic with a full-time permanent member of the academic staff qualified to undertake the role of Director of Studies and who is willing to take on that role; and that, in the event of a member of the supervisory team leaving the university, a replacement is promptly found,
- ensuring that there are sufficient resources for the research degree project and that the project is viable,
- ensuring that application of the admissions criteria is closely scrutinized in the case of the appointment of staff likely to be required to undertake a research degree,
- informing students and supervisors of the roles and duties of supervisors and encouraging good supervisory practice,
- providing advice and assistance on registration procedures and related matters to students and supervisors,
- ensuring that applications for registration, progression, change of supervisory arrangements and examination arrangements are all made promptly as and when required,
- chairing Progression Boards
- organizing the Annual Monitoring procedure
- retaining a central copy of completed Log Book pages for each student and
- preparing an annual report on the progress of all enrolled students for URDSC.

Schools may add to the above core responsibilities. Furthermore, in a large School, with a large number of research students, there may be more than one Postgraduate Tutor.

The Constitution of a Research Admissions Appeals Panel also includes an Independent Postgraduate Tutor (See **Appendix 3**)

8 FINANCE

The financing of research degrees is rather different from that of undergraduate degrees. There is no statutory provision for student grants or payment of fees by local authorities, and the student loan scheme does not apply to research degrees. Unless covered by specific awards or sponsors, students must make their own provision both for payment of fees and financing their degrees and ensure that they have sufficient funds to support their entire period study.

8.1 Research Assistantships and Research Studentships/Scholarships

From time to time, the University offers research assistantships and research studentships for full-time postgraduate research. Students holding such positions are not required to pay their own fees, but are subject to the University regulations and conditions of service which apply to assistantships and studentships at any given time and are required to go through the standard application, enrolment and registration procedures in the normal way. Student attendance will be monitored and studentship/ scholarship payments may be withheld if, on investigation, it is proven that the student is not engaging with their research project and keeping in contact with their supervisors.

8.2 Other awards

Students holding awards from Research Councils and other sponsoring bodies (e.g. Knowledge Transfer Partnership projects) are required to go through the standard enrolment and registration procedures in the normal way, and are subject to the conditions which are attached to such awards in addition to standard University regulations.

8.3 Fees

Fees, where applicable, are payable at the time of enrolment or re-enrolment and up to the date of submission of the thesis. There are different rates for part-time and full-time study, which may increase annually. Currently, fees may be waived for part-time students who are in receipt of one or more benefits specified by the University (see Fees & Charges Leaflet, obtainable from Student Services or the Graduate Research School). Arrangements may be made by application to the Finance Office to pay fees by credit card, or in instalments. Normally the payment of all fees by instalments must be completed by the end of April annually, but Research Students may apply to the Finance Office to spread out the payments up to the end of July. Fee waiver applications may be made for students supported by University Research Doctoral Scholarships who have reached the end of their third year and have not yet submitted the thesis. Full-time students who have paid for three full years of study will, subsequent to three full years, be charged the standard part-time UK/EU fee for the remaining years up to the point of submission.

8.4 Staff undertaking Research

University staff wishing to undertake a research degree should apply to the Staff Development Fund administered by DfLD for funding. Applications should be made within the normal Staff Development Fund cycle in consultation with their Line Manager following the PDR Process and having made a formal application to study for a research degree. Staff must re-apply annually to secure continued funding. For further information, staff should consult the DfLD staff.

However, new academic staff should be aware that if they are being required to undertake the PgCTLHE, they should defer undertaking a research degree until having completed the PgCTLHE. The workloads for both programmes are incompatible for concurrent study. Students who are part-way through their research degrees when they become academic staff and who are required to undertake the PgCTLHE should request consultation between their Dean and DfLD about the possibility of deferring taking the latter course for a year in order to permit completion of the research degree, in accordance with advice to Deans by the Director of Human Resources. Staff should also read Para **3.4** regarding Research Effort.

8.5 Part time Teaching

From time to time, subject to availability and subject expertise required, and depending upon the Regulations of the funding body (if applicable), Research Students might be offered the opportunity of undertaking paid part-time teaching or other work by the University. However, students should not rely on the possibility of obtaining part-time teaching or other work in order to supplement the funding of any part of their studies or maintenance, unless this forms part of their written agreement with the University. Students in receipt of Research Council Studentships may be permitted to undertake part-time teaching as part of their studentship, subject to the maximum permitted contact time under Research Council regulations. There is a University Policy regarding research students undertaking teaching and assessment duties. Training is available via DfLD for teaching. **Any research students who are assessing the work of other students, whether UG or PGT, should not do so without having received prior training in assessment procedures.**

9 Use of University logo by students

The use of the University's logo is **not permitted on student work**, including assignments, essays, reports, posters, presentations, theses, etc, except in special circumstances.

Any student who needs to use the University Logo on Research Documents for the purposes of NHS or other External body's research Ethics or Governance procedures must use an amended logo, and the following process must be adhered to:

- the Supervisor of the Research Student must request the use of the Logo
- the approved logo and monitoring of use will be done by the Graduate Research School.

To use the Logo for Research Governance purposes, please contact the Graduate Research School.

10 Complaints Procedure

Despite the University's best efforts, students and other users of its services may, from time to time, encounter problems with the services provided.

The Complaints procedure can be used to make a complaint about:

- i) standards of service provided by the University or its staff; or failure of the University or its staff to provide a service;
- ii) action or lack of action by the University or its staff;

- iii) unfair treatment by Teesside University's Students' Union on any matter; or unfair disadvantage attributable to opting out of Students' Union membership.

Details of the University's Complaints Procedure can be found in the University Student Handbook or at the following website:

<http://www.tees.ac.uk/docs/index.cfm?folder=Student%20Regulations>

Advice on the management of the Procedure and forms can be obtained from the Ombuds' Office. Complaints may be made on an individual basis, or by a group of students.

However, the use of the Complaints Procedure is not appropriate if there is already a set procedure available. A list of these specific procedures can be obtained from the Ombuds' Office. For example, you should follow the Assessment Review procedure [*Regs B.7*] if you have a complaint about how your thesis was assessed, or about not being permitted to progress to the next year of study, or not being permitted to extend your period of Registration, or not being permitted to transfer from Masters level to Doctorate level of the degree for which you were registered.

The Complaints Procedure involves four formal stages, preceded by an Informal Stage. On many occasions, a problem can be solved quickly, and to everyone's satisfaction, without having to resort to a formal process. You are advised and expected to try to resolve complaints at the Informal Stage, which comes before the Formal stages. At this Informal Stage you are encouraged to try to resolve the complaint with the person providing the service about which you are complaining. For instance, if you have a complaint about supervision, you should first of all try to raise your concerns informally with your supervisory team or, if you prefer, with the Postgraduate Tutor. Where a specific procedure is relevant, this takes precedence over the Complaints Procedure.

Students should note that all information provided in the course of making a complaint will be treated confidentially. Steps will be taken to ensure that information does not pass beyond the bounds of the investigation and only relevant people will be included within the investigation.

Staff who are involved in handling the various stages of your complaint are obliged to ensure that your action does not influence the assessment of your academic work or the way in which you are treated.

11 Research Support

Research students are expected to take personal responsibility for their research, and can enhance their research by engaging in related activities that will help to embed them in the research culture and environment.

In addition to requirements to attend central Induction and research training sessions, research students should take every opportunity to attend other induction sessions, research seminars and workshops in their own, or other cognate disciplines within their School, or more broadly within the University, including the Public Lecture Series. Research students should discuss sources of funding for appropriate external events with their supervisory team. The University receives specific Research Support Training Grants for each Research Council funded student.

12 Postgraduate Lounge

Research students have access to a PG Lounge 'The Corner' which is located on the ground floor of the Student Union building. This space is shared with taught postgraduate students.

13 Student Representation

Research students are represented on the University Research Degrees Board which meets twice annually to discuss a range of matters in relation to the delivery of research degrees. Representatives are elected by their peers. Agenda items may be brought forward either by the University or School Research Degrees Committees, or by the student representatives in consultation with their peers in their Schools.

The Constitution and Terms of Reference of the Board are available in **APPENDIX 6**. The Responsibilities of a Research Student Representative can be found at **APPENDIX 7**.

14 Student Support

Support for Students is available from the following sections of the University and research students are encouraged to avail themselves of assistance whenever necessary:

Student Services: Accommodation, Careers, Chaplaincy (with links to all faiths), Confidential Counselling, Financial Advice, Immigration & Visas, Welfare. Students who have a disability, specific learning difficulty or mental health difficulty should contact Services to discuss support available'. (see web site <http://www.tees.ac.uk/depts/student-services/> Located 1st Floor Student Centre.

Students' Union: Academic Appeals, Complaints, Financial Advice, Immigration & Visas, Welfare. (See web site <http://www.utu.org.uk>). Located on Southfield Road.

See also University Student Handbook at <http://www.tees.ac.uk/sections/stud/handbook/>

See Also **Appendix 8 – Student Protocol**

15 PGR Network

The Graduate Research School runs a network meeting for research students usually at lunchtimes with buffet lunch. This gives an opportunity for students to give a brief presentation on their work and engage in discussion with other research students from across the University and to network. The programme of events will be notified via e-mail.

16 E-learning@Tees

Access to E-learning@Tees (<https://eat.tees.ac.uk>), is available using a University STUDENT IT account number and password.

17 Library and Information Services

Library & Information Services (L&IS) are located in the Library. The Subject Information Team Leaders can advise research students on the availability of resources in their subject area not normally available to non-research students. A guidance leaflet for researchers is available from L&IS at <http://lis.tees.ac.uk/researchers/default.cfm> which also lists the Subject Information Team Leaders.

Researchers have the same entitlements to use the Library as academic staff. Borrowing rights of up to 20 standard loans, 6 weekly loans and 3 overnight loans are available.

The SCONUL Research Extra scheme is a national scheme allowing access to academic staff and postgraduate research students (MPhil and PhD) to borrowing at over 125 higher education institutions. For more information, see the factsheet on the scheme *Factsheet 106: SCONUL RESEARCH EXTRA: Reciprocal Borrowing – Research*. An application form is also available: *SCONUL Research Extra: Application Form*.

Inter-Library Loans are available on the basis of 50 per research student per year. Exceptionally, and through written recommendation of the Director of Studies to the Director of L&IS, a research student may apply for more than 50 Inter-Library Loans per year.

There are a variety of on-line resources available via the L&IS website at <http://www.tees.ac.uk/lis/>.

TUSC Cards – Reader Status

Some researchers may find that the status listed on a TUSC is that of 'Student'. This will not affect borrowing entitlements, but if for identification purposes a TUSC with the description of 'Staff' is preferred, the *i*-Zone on the Ground Floor of the LIBRARY can create a replacement card.

18 University IT account and email

All research students have a Microsoft Outlook account with a named e-mail address and access to appointment scheduling and calendars. ***All official communication with students will take place using this official student email account.*** Students wishing to use a personal email account should ensure that their student email account is forwarded. Non-checking of a university email account is not a valid excuse where failure to respond to an email results in formal actions relating to a student's Registration.

19 English language and study skill support

English language support including academic writing for research is available for international Students. Contact the Graduate Research School for details.

Additionally, the staff in the Learning Hub located in the Library, are all academic tutors who can help provide some additional writing and study skills support. It is a confidential service open to all undergraduate and post-graduate students.

20 Language For All

You have the opportunity to study for a University Certificate in Continuing Education (UCCE) in a foreign language alongside your main study programme. This is free to all full-time students of the university. At present, French and German are offered at all levels from beginners to advanced, and Spanish is offered at Post GCSE level. Chinese is also available. For further information and details of how to register please see the website at: http://www.tees.ac.uk/schools/tbs/ucpd/UCPDinfo_lang.cfm

ADMISSIONS POLICY Postgraduate Research Programmes

Summary

Applicants will be admitted onto programmes of study on the basis of academic merit and the ability to benefit from such study, and the availability of the appropriate research supervisory expertise. Admissions decisions will be taken in light of University policies on access, equal opportunities and at the discretion of Schools Admissions staff.

Policy

1. The basic principle of admission to the University is that applicants may reasonably be expected to be able to fulfill the objectives of the programme, achieve the standard required for an award within the normal registration period and benefit from the period of study.
2. In making admissions decisions, Admissions staff should seek evidence of personal, professional and educational experiences, which provide a reasonable indication of the potential for undertaking research ability to meet the demands of the programme.
3. In accordance with the University's policy on applicants with previous criminal convictions, applicants declaring (or discovered to have) a criminal conviction which has not been spent under the Rehabilitation of Offenders Act 1974, will be required to provide details of the nature of the offence (please see Policy & Procedures for Handling Applications from Students or Applicants with Previous Criminal Convictions). However, applicants to health and social work programmes must declare previous criminal convictions, spent or otherwise, and will be subject to police vetting checks.
4. On entry to degree programmes applicants should *normally* have reached the age of 18 by 31 December in the first year of study.
5. In accordance with Section 3.4 of the University "Code of Practice for Postgraduate Research" (Edn 9 2007), all applications will be dealt with in the timescales stipulated.
6. Overseas applicants disputing their fee status will be required to provide documentary evidence to the Academic Registry supporting their case. However, the fee assessment process is carried out independently of admissions decisions.
7. The University will make every effort to admit applicants to undertake their desired research project. However, constraints upon research areas and availability of appropriate research supervisory expertise in the desired area may restrict the ability to admit applicants and it may not be possible to find an appropriate alternative research topic.

8. Complaints by applicants relating to admissions decisions should be made through the University's Complaints Procedures.
9. Appeals by applicants in relation to admissions decisions should be made through the University's Admissions Appeals Procedures. See **Appendix 3**
10. Every effort will be made to ensure that applicants with disabilities and/or specific learning difficulties receive support appropriate to their needs/requirements throughout the application process and for the duration of their studies.
11. Conditional offers for research degree programmes may include both academic and non-academic conditions (e.g. subject to satisfactory references, or financial provisions).
12. Subject to University policies on equal opportunities and access, the University recognizes a range of awards for admission to its research degree programmes, as outlined in the "Framework & Regulations for the Award of Higher Degrees by Research".
13. Qualifications acceptable for entry onto research degree programmes:
 - a) British Honours Degree
 - b) British taught Masters programme
 - c) British MPhil or M.Prof
 - d) Professional qualifications and/or experience deemed to be equivalent to the above.
 - e) International and overseas qualifications deemed to be equivalent to a-d above.
14. The normal minimum entry requirement for a research degree is an approved British upper second class honours degree or recognized overseas equivalent, a postgraduate diploma or a professional qualification recognized as being equivalent to an honours degree, or a Masters degree, in a relevant subject. Other qualifications or experiences that demonstrate that an applicant possesses appropriate knowledge and skills at honours degree standard may be acceptable.

“M” and “D” Level Descriptors

APPENDIX 2

1. POSTGRADUATE LEVEL DESCRIPTORS - KNOWLEDGE AND UNDERSTANDING (Revised September 2003)

Level M	Level D
(a) Demonstrate a comprehensive and critical understanding of techniques/ methodologies appropriate to their own research or advanced scholarship	(a) Demonstrate a detailed and critical understanding of applicable techniques for research and advanced academic enquiry
(b) Demonstrate originality in the creation and application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline	(b) Demonstrate a systematic acquisition and understanding and analysis of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
(c) Demonstrate a systematic and critical understanding of the breadth and depth of knowledge in the discipline and a critical awareness of current problems and/or new insights, much of which is aimed at, or informed by, the forefront of their academic discipline or area of professional practice	(c) Create and interpret new knowledge through original research or other advanced scholarship of a quality to satisfy peer review, extend the frontier of the discipline and merit publication
(d) Has the awareness and ability to manage the implications of ethical dilemmas and work pro-actively with others to formulate solutions	(d) Can analyse and manage the implications of ethical dilemmas and work pro-actively with others to formulate solutions

2. POSTGRADUATE LEVEL DESCRIPTORS - COGNITIVE AND INTELLECTUAL SKILLS (Revised September 2003)

Level M	Level D
(a) Able to integrate and synthesise diverse knowledge, evidence, concepts, theory and practice to promote understanding and/or good practice and solve foreseen and unforeseen problems	(a) Able to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
(b) Able to make argued conclusions on the basis of incomplete and/or contested data	(b) Able to make informed judgements on complex issues in specialist fields, often in the absence of complete data
(c) Able to challenge orthodoxy and formulate new/alternative hypotheses or solutions	(c) Continue to undertake pure and/or applied research and development at an advanced level, contributing significantly to the development of new techniques, ideas or approaches

3. POSTGRADUATE LEVEL DESCRIPTORS – PRACTICAL/PROFESSIONAL SKILLS (Revised September 2003)

Practical and professional skills are subject specific and descriptors should be developed by School or Programme Teams with reference to appropriate subject benchmarks and the requirements of relevant professional bodies.

The general descriptors below reflect the increasing complexity of context within which the skills are applied and the increased level of autonomy with which the skills are used. They also highlight the importance of the ethical and legal framework of the particular discipline or profession. These factors should be clearly reflected in the subject specific Practical/Professional Skills developed by School or Programme Teams.

Level M	Level D
<p>(a) Application of Skills Can operate ethically in complex and unpredictable, possibly specialised, situations and has a critical understanding of the issues governing good practice</p> <p>(b) Autonomy in Skill Use Act autonomously in planning and implementing tasks at a professional or equivalent level</p>	<p>(a) Application of Skills Can operate ethically in complex and unpredictable / specialised situations at the frontier of knowledge and professional practice and has a critical understanding of the issues governing good practice</p> <p>(b) Autonomy in Skill Use Act autonomously and with initiative in complex and unpredictable situations</p>

4. POSTGRADUATE LEVEL DESCRIPTORS – KEY TRANSFERABLE SKILLS (Revised September 2003)

Level M	Level D
<p>(a) Plan & Manage Own Learning Demonstrate the independent learning ability required for continuing professional development</p> <p>(b) Communication Skills Communicate complex academic or professional issues clearly to specialist and non-specialist audiences</p> <p>(c) Numeracy Skills Competent in the numeracy skills commensurate with the demands of research and scholarship in the academic / professional context</p> <p>(d) IT Skills Competent in the IT skills commensurate with the demands of research and scholarship in the academic / professional context</p> <p>(e) Work With Others Collaborate effectively with others in ways appropriate to the professional/academic context</p>	<p>(a) Plan & Manage Own Learning Demonstrate the independent learning ability required for continuing professional development</p> <p>(b) Communication Skills Communicate complex academic or professional issues and their own ideas and conclusions clearly and effectively to specialist and non-specialist audiences</p> <p>(c) Numeracy Skills Competent in the numeracy skills commensurate with the demands of research and scholarship in the academic / professional context</p> <p>(d) IT Skills Competent in the IT skills commensurate with the demands of research and scholarship in the academic / professional context</p> <p>(e) Work With Others Collaborate effectively with others in ways appropriate to the professional/academic context</p>

APPENDIX 3

ADMISSIONS APPEALS PROCEDURE OF PANEL

Research Degrees Admissions

In order to safeguard the interests of prospective students, the University has established an Admissions Appeals Procedure. It is intended that this procedure will operate as a stand-alone procedure in the first instance prior to its incorporation within the University's Admission Policy.

An Appeal against a decision may only be submitted on the grounds of:

1. a procedural irregularity;
2. if there is evidence of bias or prejudice;
3. new material information, which may have affected the decision. (In this instance reasons why this was not made available at the time of application **MUST** be given and failure to do so may impact on progression of the appeal.)

This procedure may only be initiated on the basis of one of these grounds. It may not be used when and where there are not adequate grounds for doing so and may not be used simply because a candidate has been unsuccessful with his/her application, or is unhappy with the conditions of an offer. This process is inclusive of all admissions including those decisions based on Accreditation of Prior Learning, either experiential (APEL) or certificated (APCL). There shall be no provision for appeal against the academic or professional judgment of those making the decision on the application.

It is essential that reasons for the appeal are clearly defined at the point of appeal by the applicant.

The majority of appeals can be resolved informally, and those who believe they have valid grounds for appeal against an admission decision should raise the matter, in writing, in the first instance, within the appropriate admissions cycle, with the appropriate School Manager citing under which ground (1 – 3 above) the appeal is made and providing evidence to support the appeal. If the appeal is not resolved to the satisfaction of the applicant through this informal means, he/she should then write formally, within 15 days, to the Dean of School, setting out the grounds for appeal. If, having received the formal response, the applicant remains dissatisfied, he/she should write, within 15 days, to the Academic Registrar. The letter should explain why the applicant remains dissatisfied and, what he/she would hope the outcome to be. The timescale for response by the School and Academic Registrar at each stage is 15 working days.

The Academic Registrar will evaluate the evidence provided and if it appears to the Academic Registrar that there are valid grounds for appeal, the Academic Registrar will convene an Admissions Appeals Panel to consider the case and make a recommendation based on the evidence presented. The recommendation of the Admissions Appeals Panel will be forwarded to the University Secretary for ratification. Where the Academic Registrar believes the appeal to be unfounded, the Academic Registrar will forward the case papers, together with the reasons for dismissal, to the University Secretary for ratification. If the University Secretary decides that there are grounds for appeal the case papers will be referred to the Admissions Appeal Panel

The Admissions Appeal Panel will comprise:

Academic Registrar

Legal Services Manager

Independent Postgraduate Tutor

Chair of Research Degrees Committee, who will also act as Chair of the Panel

Representative of the Students' Union

The Secretary of the Panel will be appointed by the Academic Registrar and shall convene all meetings of the Committee and attend and take minutes thereof.

Where the University Secretary accepts the recommendation of the Academic Registrar that the applicant has not established a prima face ground for appeal, and where the University Secretary accepts the recommendation of the Admissions Appeals Panel that the appeal should not be upheld, the University Secretary's decision is not subject to further appeal.

Every effort will be made to deal with all appeals quickly and efficiently, to investigate them thoroughly and objectively, and to respond within a reasonable period. If, for good reason, the University is unable to provide a response within 15 working days, the applicant will be written to with an explanation of the difficulties and will also be informed of when to expect a decision/response.

It should be noted that this is an appeals procedure and not a complaints procedure. Applicants making a complaint should follow the formal University Complaints Procedure and write to the University Ombuds Officer, in the first instance.

Approved by Academic Board

7th July 2004

APPENDIX 4

ACCESS TO STAFF DEVELOPMENT FUNDING

Postgraduate research students, through the Graduate Research School, can apply for central funding to undertake academic modules/short courses at the University which are directly relevant to their area of study.

The following criteria will apply:

- 1 The study must be directly relevant to the individual's area of research;
- 2 The study must be identified in the individual's Training Needs Analysis and appropriate rationale provided, including the ways in which the activity will benefit the individual and their research;
- 3 The application must be supported by the Director of Studies and Dean of GRS;
- 4 The study must be part-time and either a module or a short course;
- 5 The study must be provided by Teesside University.

If an application is not approved, reasons for this will be provided to the individual.

APPENDIX 5

TEESSIDE UNIVERSITY

UNIVERSITY RESEARCH DEGREES SUB-COMMITTEE

Terms of Reference

- a) To oversee the postgraduate research student learning experience.
- b) To advise on quality assurance and enhancement of research degrees using relevant data and with reference to changes to UK and international policies as appropriate.
- c) To propose changes to the *Framework and Regulations for the Award of Higher Degrees by Research* and the *Code of Practice for Postgraduate Research* and to ensure compliance with these Regulations and Code.
- d) To approve all aspects of research degree programmes, including enrolments/Registrations, Progression, monitoring, changes to Registration involving Registration periods, supervision, and changes to mode of study.
- e) To approve all aspects of examination arrangements and receive and ratify examiners' recommendations in respect of candidates for research degree awards.
- f) To delegate to academic Schools responsibility for the recommendation of enrolments and Registrations; the appointment of Directors of Studies and supervisors; academic judgments regarding progression and interim monitoring of students; and other appropriate support functions for research degree programmes prior to submission and examination.
- g) To convene and approve arrangements for such decisions taken in Schools as delegated at f). Decisions normally taken within Schools may be made by the sub-Committee if requested reports are not forthcoming or, in exceptional circumstances, as the sub-Committee sees fit, which may include revoking of delegated responsibility.
- h) To establish the prima facie case for admission to a programme of MPhil or PhD by Completed Work and to agree all aspects of the support and examination for candidates admitted.
- i) To act in cases of assessment review or appeal.
- j) To act in cases of research student academic misconduct.
- k) The Committee shall notify the Academic Quality and Standards Policy Committee of all action taken on the University's behalf, including an annual report on activities and membership.

Lead Officer

- Dean, Graduate Research School

Membership

- i) Membership of the Sub-Committee will not normally exceed 24 and will include:
 - Chair appointed by Academic Quality and Standards Policy Committee on the nomination of the Chair of Academic Quality and Standards Policy Committee;
 - Chair of Research Policy Committee [or nominee];
 - Chair of Research Ethics Committee [or nominee];
 - the Postgraduate Tutor from each of the six academic Schools;
 - *at least two* other members from each of the six academic Schools;¹
- ii) The Sub-Committee may co-opt members from within or without the University so as to provide oversight and monitoring as appropriate of any aspect of research degree student programmes.
- iii) No student or any person registered as a candidate for a research or other higher degree by research of Teesside University or of another university may be a member of the Sub-Committee.
- iv) All members other than co-opted members shall be eligible for immediate re-nomination and re-appointment.
- v) The quorum of the Sub-Committee shall be one third of the membership.

Reporting

To Academic Quality and Standards Policy Committee (AQSPC)

¹ Normally members shall have experience of successful research, and of successful research degree supervision, or otherwise be involved with research support at the University. These members should be representative of the research strengths of the University, whether aligned with an Institute and/or School. The proportion of members for each area, over and above the minimum of two, should be assigned appropriately based on numbers of students registered within those areas and disciplines.

APPENDIX 6

TEESSIDE UNIVERSITY

UNIVERSITY RESEARCH DEGREES BOARD

CONSTITUTION

- 1 Normally academic members shall have experience of successful research, and of successful research degree supervision.²
- 2 Membership of the Board, including the Chairman shall not normally exceed 28 and will include:
 - a) The University's Research Degrees Sub-Committee.
 - b) Six research students (one per school) elected from the enrolled research students within the relevant school, to represent the following:
 - i) Full-time students
 - ii) part-time students
 - iii) international students
 - c) A representative of the Students' Union.
- 3 The Research Degrees Board shall have the power to co-opt not more than three additional members either from within or without the University. Such persons shall serve as full members of the Board for a period of one year, with the option of re-election for a further year (maximum 2 years).
- 4 All members other than co-opted members (see 4) shall be eligible for immediate re-nomination and re-appointment via the appropriate mechanism.
- 5 The quorum of the Research Degrees Board shall be one third of the membership.
- 6 The Chair of the Research Degrees Board shall be Chair of the University Research Degrees Sub-Committee and be notified to Academic Standards Committee.

² A minimum of 75% of the academic membership shall have successful supervisory experience at PhD level.

TEESSIDE UNIVERSITY

UNIVERSITY RESEARCH DEGREES BOARD

TERMS OF REFERENCE

- 1 The Board shall meet at least twice per year.
- 2 The Board shall have the following powers to act:
 - 2.1 to review delivery of University Research Induction programmes and such generic Research and Skills Training as can be delivered and make recommendations for improvement;
 - 2.2 to review and recommend for consideration by the University Research Degrees Sub-Committee changes to Framework & Regulations;
 - 2.3 to review and recommend for consideration by the University Research Degrees Sub-Committee changes to the Code of Practice for Research Degrees;
 - 2.4 to receive and review feedback from Research Degrees Students, Examiners, Sponsors and Administrators.
- 3 The Board shall notify the University Research Degrees Sub-Committee of all action taken on the University's behalf.
- 4 To approve an annual report to the University Research Degrees Sub-Committee with respect to Board membership.
- 5 To keep under review arrangements in respect of research degree process across the University.
- 6 To keep under review national developments in respect of research degrees to inform and enhance the delivery and conduct of research degrees across the University.
- 7 The Board may not consider matters relating to or arising from individual student cases where the students may be identified.
- 8 The Board may not consider matters relating to or arising from individual supervisors where the supervisors may be identified

APPENDIX 7

TEESSIDE UNIVERSITY RESEARCH DEGREES BOARD: RESPONSIBILITIES OF A STUDENT REPRESENTATIVE

The first responsibility of a student representative – rather obviously – is to represent students at the bi-annual meetings of the Research Degrees Board.

- You are one of the main routes by which student complaints and suggestions can reach the Board. In turn you will need to set up some kind of communication route between you and your 'constituency' of students, and what works best will vary from School to School. You should be mindful in particular of how you can represent the needs of part-time, distance learning, M.Prof and D.Prof students, and those with disabilities. You may wish to contact your Postgraduate Tutor about this, and a good working relationship with the Postgraduate Tutor will enable you to raise School-specific issues and have them discussed and dealt with between meetings of the Board.
- We shall consult you at the Board about issues of policy or practice which are coming up for discussion, and we shall try to let you know about these in advance so that you can consult your constituency.
- From time to time there may be general issues you wish to raise yourself, on behalf of your constituency. You should notify the Secretary of the Board (Kathy Ludlow, Graduate Research School) about these at least a fortnight in advance of the meeting. It would be a good idea to give her a short paper (one side may be sufficient) outlining the issue/problem/ set of suggestions, so that it can be circulated to Board members before the meeting.
- Your individual views and your experience will also be valued when policy and practice are being discussed, over and above your representative role, and you should not hesitate to join in the discussion.

There are regular meetings of the *Postgraduate Research Network*, and you might like to attend these. Issues and forthcoming changes may be raised which you can convey proactively to your students and elicit their views, and resources about which they might like to know may be discussed.

You will not be asked to comment at the Board or elsewhere on business to do with named students, and it is not your responsibility to act as advocate for particular students with specific problems. Other channels have been established for dealing with problems, needs, wishes, complaints and grievances, and you might like to advise anyone who comes to you with this kind of issue about the appropriate person whom he or she should approach.

- The first line of approach should always be to the individual's Director of Studies, or another member of the supervisory team.
- If they cannot sort out the problem, or they are the problem, then the next line of approach is to the relevant School's Postgraduate Tutor (who must be

approached if it is a problem with supervision, unless he or she is part of the supervision team, in which case another member of URDSC would be appropriate) , or the School Research Administrator if the matter is administrative. The names of all these contacts can be found in an appendix of the *Code of Practice for Research Degrees*, or ask the Board Secretary who is also Research Quality & Policy Manager in the Graduate Research School (GRS).

- Next, in order of approach, the student might consider:
 - the School Disability Officer, if the student has a disability for which adequate provision is not being made,
 - the Subject Leader, or the Dean or an appropriate Assistant Dean (Research), if it is a question of resource or School procedures and provision,
 - the Secretary of URDSC (for questions of resource, procedures or the application of the Regulations – and GRS can also often advise on training opportunities), or
 - the Chair or Deputy-Chair of the University Research Degrees Committee.
- As a last resort, when all else fails and it is a question of grievance, unfair treatment or maladministration, students should seek out the advisers at the Student Union, who will discuss their case and help them rectify the situation, supporting them at meetings if this becomes necessary.

Appendix 8

RESEARCH STUDENT PROTOCOL

This document sets out the provisions of the University Student Protocol for Research Students.

The University is committed to ensuring that you have a positive and enjoyable experience whilst at Teesside and it is hoped that you will find the Student Protocol a useful framework through which we can work together to achieve this.

We hope you find the Protocol a useful point of reference to help you understand what you can expect from the University, and what the University expects of you, during your time here.

Throughout the Protocol reference is made to various University Regulations and we would encourage you to familiarise yourself with them. All the University Policies, Procedures and Regulations referred to in this document can be viewed at www.tees.ac.uk or obtained from your School or the Graduate Research School, the University Secretary's Department, Student Services Department or the Students' Union.

If you feel the University has not met its promise you have the right to complain using the University's Student Complaints Procedure, or dependent on the circumstances of your complaint, one of the University's other procedures. The University Secretary's Department will be able to advise you on the most appropriate procedure to use. Contact details are below.

Tel: 01642 342322

Email: ombuds@tees.ac.uk

www.tees.ac.uk

Further copies of the Student Protocol can be obtained from the Graduate Research School.

All details correct at time of publication

The Purpose and Scope of the Protocol

- 1.1 This Protocol, with its attachments, sets out the relationship between you and Teesside University. It is intended to record the basic understanding between you and the University, and to provide a framework through which we can work together to enhance your time at the University.
- 1.2 The following documents should be regarded as attachments, which form part of this Protocol between you and the University:
 - 1.2.1 your 'offer letter', i.e. any document setting out the University's offer to you (whether the offer is made directly by the University or indirectly by another authorised agency);
 - 1.2.2 the enrolment form you have to complete when you arrive at the University;
 - 1.2.3 *Teesside University Student Handbook* (some elements relate only to Undergraduate or Taught Postgraduate programmes);
 - 1.2.4 *Framework & Regulations for the Award of Higher Degrees by Research* which you receive from Graduate Research School;
 - 1.2.5 *Regulations Relating to Research Misconduct on Research Degree Programmes* which you receive from Graduate Research School;
 - 1.2.6 *Code of Practice for Postgraduate Research* which you receive from Graduate Research School;
 - 1.2.7 *Policy, Procedures and Guidelines for Research Ethics* which you receive from Graduate Research School, or download from <http://www.tees.ac.uk/sections/research/governance.cfm>;
 - 1.2.8 *Framework and Code of Practice for Ensuring Research Integrity* which can be obtained from the Graduate Research School, or downloaded from <http://www.tees.ac.uk/sections/research/integrity.cfm>
 - 1.2.9 *Research Degree Student Handbook* which you receive from the Graduate Research School.
- 1.3 This Protocol replaces any other undertakings or representations you have been given and sets out the obligations of you and the University. If the Protocol is inconsistent with any other document prepared by, or for, the University, this Protocol will prevail.
- 1.4 All University Policies, Procedures and Regulations referred to in this Protocol can be viewed at www.tees.ac.uk or obtained from your School or Graduate Research School, the University Secretary's Department, Student Services Department, or the Students' Union.
- 1.5 This Protocol is applicable to the University's full-time students and part-time students on **research degree programmes**, MPhil, M.Prof, PhD, D.Prof, MPhil by Completed Work, PhD by Completed Work.

2 Date When the Protocol Comes into Effect

- 2.1 This Protocol will start to apply when you enrol. This Protocol is made available prior to enrolment for your consideration and it is your responsibility to familiarise yourself with the terms of the Protocol.

3 The University's Promise

- 3.1 To provide you with Supervision, advice and learning support, taking reasonable care and making appropriate effort to deliver your programme, as described in the University's Prospectus, the *Framework & Regulations for the Award of Higher Degrees By Research*, the *Code of Practice for Postgraduate Research*, and your approved Research Degree Registration proposal.
- 3.2 To make available to you the learning support, advisory facilities and other general services provided by the University for all its students.
- 3.3 To abide by the University Policies and Procedures as set out in the sections of Teesside University Student Handbook of relevance to Research Degree Students, the *Framework & Regulations for the Award of Higher Degrees by Research*, the *Regulations Relating to Research Misconduct on Research Degree Programmes*, the *Code of Practice for Postgraduate Research* and the *Policy, Procedures and Guidelines for Research Ethics* and the *Framework and Code of Practice for Ensuring Research Integrity*.
- 3.4 To make available appropriate mechanisms to obtain feedback from you about your experience of the University; and to make available to you mediation facilities for considering any complaints.
- 3.5 To take reasonable action to ensure that you receive the information which you require to assist you during your time at the University, including information about the level of fees, and the means of payment of fees.
- 3.6 To give you reasonable notice of proposed changes to the delivery of your research project or other services, and to consult you on any significant changes which, in exceptional circumstances, may be necessary.

These may include alterations to your Supervisory team, the timetable of any associated modules, location, number of classes of any associated modules and method of delivery of your programme, research seminars, workshops, research methods or other skills training, or variations in research project or associated module syllabus.

4 Your Promise

- 4.1 To comply with your obligations as stated in this Protocol, and to follow any reasonable instructions issued to you, from time to time, by, or on behalf of, the University.

Academic Provisions

- 4.2 To attend induction events, supervisory sessions, research seminars, research workshops, research methods or other skills training, lectures, tutorials, examinations and other activities which form part of your research project (subject to absence for medical or other agreed reasons); and to submit, by required deadlines, course work and other assignments, Log Books and Annual Monitoring Reports, Progression Reports, (subject to exceptional circumstances, such as illness, when special procedures must be followed to obtain allowance under the Mitigating Circumstances Procedure).
- 4.3 To comply with any Professional Standard or Code of Conduct applicable to your programme; and to abide by any special conditions set out in “*Framework & Regulations for the Award of Higher Degrees by Research*”, “*Regulations Relating to Research Misconduct on Research Degree Programmes*”, “*Code of Practice for Postgraduate Research*” , “*Policy, Procedures and Guidelines for Research Ethics*”, and the “*Framework and Code of Practice for Ensuring Research Integrity*” or notified to you by the University.
- 4.4 To submit your thesis on or before the expiry date of your registration, having consulted your Supervisory team about the submission.

Information Provisions

- 4.5 To enrol in accordance with the requirements established by the Academic Registrar.
- 4.6 To actively engage with the University by accessing your University student email account, on a regular basis, for updates and current information.
- 4.7 To disclose any unspent criminal convictions when applying to the University, (which the University will consider under the University’s Procedure for Handling Applications from Students with Previous Criminal Convictions).

In relation to some vocational programmes, you may also be asked to complete a disclosure application to the Criminal Records Bureau, which may include disclosure of spent convictions.

- 4.8 To notify your School (or Graduate Research School) of any changes to your name, term-time address and/or home address, or any other change to information supplied by you when you submitted your application form or enrolment form.

In relation to some vocational research, you may be asked to inform your School or Graduate Research School of changes in your circumstances including your health status or any police investigations you become the subject of, where this has direct impact on your ability to undertake a specific research project.

- 4.9 To undertake the following steps in relation to withdrawal or transfer from your programme and/or from the University, or application to suspend study:
 - (i) to consult with your Director of Studies, or other member of your Supervisory team or the Postgraduate Tutor or other member of staff in your School (or

Graduate Research School) before making any decision to withdraw or transfer from your programme.

The Research Degrees Administrator in your School office (or Graduate Research School office) will help you identify an appropriate member of staff to provide advice and assistance about your academic options.

- (ii) to talk with a member of staff from the Student Services Department or from the Students' Union Advice Centre.

These staff will provide advice and assistance about the options available to you and the associated financial implications. For students on University, Research Council Funded or other External Studentships/Scholarships, this may mean re-payment of overpaid stipends.

- (iii) to notify the University of your informed decision to withdraw or transfer by completing a Research withdrawal form, which can be obtained from your School Research Degrees Administrator (or Graduate Research School)

Unless otherwise stated on the form, withdrawal, transfer or suspension, if approved, will be deemed to be effective from the date that this form is received.

Financial Provisions

- 4.10 To make arrangements to pay your tuition fees, any other expenses relating to your programme, and charges for your use of any University services or facilities, up to the date of submission of your thesis.

Tuition fees will be as stated in the University Fees and Charges Regulations, which are revised annually.

- 4.11 To ensure that you understand and comply with the University Fees and Charges Regulations and the consequences of non-payment of fees and/or charges.

Regulatory Provisions

- 4.12 To behave with appropriate consideration for other members of the University community, and, in particular, to comply with all relevant Regulations of the University, as amended from time to time.

Details of the Regulations are set out in the University Student Handbook the "Framework & Regulations for the Award of Higher Degrees by Research", "Regulations Relating to Research Misconduct on Research Degree Programmes", (Regs), the "Code of Practice for Research Degree Programmes" (CoP), the "Policy, Procedures & Guidance Notes for Research Ethics" and the "Framework and Code of Practice for Ensuring Research Integrity".

Your attention is specifically, but not exclusively, drawn to the following

Policies and Procedures:

- Examination Regulations and Assessment Review Regulations
- Complaints Procedure
- IT acceptable use Policy
- Fees and Charges Regulations
- Misconduct Regulations
- Student Disciplinary Regulations
- Code of Conduct for Communicating Electronically
- Code of Practice on Freedom of Speech

5 Date When the Protocol Ends

- 5.1 The Protocol will end automatically when the University publishes notification of award relating to your research degree.

In cases where an award is not reported, the effective date of completion will be the date of issue of records of progress relating to your research degree.

- 5.2 You may terminate this Protocol after you enrol, but only by giving formal notice as identified in clause 4.9.

This will not necessarily end all your responsibilities under this Protocol (see clause 6.2).

- 5.3 The University may end this Protocol if your studies cease, subject to your right to seek a review, as a result of:

- 5.3.1 action taken against you leading to expulsion (in accordance with the University's Disciplinary Regulations or any associated Professional Conduct Procedures);

- 5.3.2 a decision of your Assessment Board (University Research Degrees Committee), based on your academic performance;

- 5.3.3 non-payment of fees (in accordance with the University's Fees and Charges Regulations);

- 5.3.4 the University becoming aware of information about you that it did not previously know, which, in the reasonable opinion of the University, makes it inappropriate for you to study on your programme.

For example, this may apply if you have not supplied the University with all relevant information, or have supplied false or misleading information relating to your application.

6 Other Matters Relating to this Protocol

6.1 Notices

Any 'notice' given under this Protocol must be in writing. Letters will be addressed to you at your term-time address during term-time or home address (if different) during vacations, as appropriate, in accordance with the addresses formally notified to us by you. Letters shall be regarded as properly 'served' when delivered by hand to that address, or 48 hours after being posted to that address, if sent by pre-paid first-class post.

6.2 Partial Operation of Protocol

If any provision of the terms and conditions contained in this Protocol becomes invalid, void or unenforceable, that shall not affect the legality, validity or enforceability of the other provisions.

Any action taken by the University to terminate the Protocol under the provisions in section 5.3 will not restrict its ability to take any other action against you to which it may be entitled. Provided any action taken to terminate the Protocol is in accordance with these conditions or the University's Procedures, the University will not be liable for any loss or damage which you may suffer as a result.

6.3 Third Parties

This Protocol relates solely to the relationship between you and the University and is not enforceable by any other person.

6.4 Legal Liabilities

6.4.1 Neither you, nor the University, will be required to provide financial compensation to each other for any failure or delay in performing obligations, other than the payment of debts, if the failure or delay is due to any cause beyond that party's reasonable control (for example, fire, flood or industrial dispute).

6.4.2 The University cannot accept responsibility for and expressly excludes liability for:

- (i) any loss or damage to your property, including damage to any motor vehicle or cycle, while on University premises, unless caused by the negligence of the University or its employees;
- (ii) death or any personal injury suffered by you, unless caused by the negligence of the University or its employees.

6.4.3 This Protocol should be interpreted in all respects in accordance with the laws of England and Wales.

This publication is available in alternative formats on request.

Please contact Ombuds Office on 01642 342322 or email ombuds@tees.ac.uk

MIDDLESBROUGH TEES VALLEY TS1 3BA UK

TEL: +44 (0) 1642 218121 FAX: +44 (0) 1642 342067 www.tees.ac.uk

**TEESSIDE UNIVERSITY
CODE OF PRACTICE FOR POSTGRADUATE RESEARCH
2014-15**