



**RESEARCH DEGREES HANDBOOK
2018–19**

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For any queries related to this Handbook and its contents, please contact the Graduate School office at graduateschool@roehampton.ac.uk or on 020 8392 3619/3715.

INTRODUCTION

This handbook sets out the University's standard policies and procedures relating to research degree programmes and should be read in conjunction with the Research Degree Regulations. Academic departments may stipulate additional requirements for their research students in departmental handbooks and other documentation. The [Graduate School pages](#) on the University of Roehampton website and [Graduate School Moodle](#) site are also useful sources of information.

1. GOVERNANCE OF RESEARCH DEGREES

A series of academic staff has responsibility for research degree programmes and research student matters. *Further details are given in Appendix 2.*

ROLES

Provost

The Graduate School sits within the Research Office, which is led by the Provost. S/he is chair of Research Degrees Committee (RDCom).

Director of the Graduate School

The Director of Graduate School acts with the delegated authority of the Provost. S/he oversees the development and implementation of the rules, policies and codes of practice that relate to research degrees and research students, and of the Research Student Development Programme, as well as acting as advocate for the postgraduate research student body on University committees and other groups. S/he chairs the Research Student and Supervisor Fora.

Head of Department

The Head of Department has overall responsibility for the welfare and academic progress of research students in their academic department and for ensuring that the department complies with University rules, policies and codes of practice that relate to postgraduate research.

Research Degrees Convener (RDC)

Each academic department has a Research Degrees Convener whose role is to co-ordinate the arrangements for research students on behalf of the Head of Department.

The Research Degrees Convener is usually a qualified Director of Studies with substantial experience of research student supervision. They chair the departmental Research Student Review Board and takes responsibility for items relating to research degree programmes at the Department Committee. They also represent the department on the Research Degrees Committee and Supervisors' Forum. Among other responsibilities, they will ensure that research students participate in appropriate research development activities and encourage

and support the integration of research students into the research environment of the department and the University.

Research Student Representation

There are four research student representatives on the Research Degrees Committee, nominated by the Director of the Graduate School who will normally call for volunteers and arrange for election among research students in the relevant departments when a position falls vacant.

In addition, there are positions for research student representatives, and/or for research students, on a range of University and departmental committees. Nominations are made by the Roehampton Student Union President, and interested students should make contact with him/her. The committees concerned include Student Senate, Senate, Research Committee, and Library Committee. There is also a dedicated Student Union representative who sits on academic programme boards, and can bring issues to university-level academic committees. Please contact the Graduate School or Student Union for contact information.

STRUCTURES

Research Degrees Committee

The Research Degrees Committee (RDCom) is the University-level committee which deals with research student matters, making recommendations to Senate on research degree policies and procedures, and confirming awards for and monitoring the progression of research students. In addition, RDCom is the committee which works with academic departments to support and enhance the research student experience. The committee meets four times a year.

Research Student and Research Supervisor Fora

RDCom's decisions and recommendations are informed by discussions in separate research student and research supervisor fora, chaired by the Director of the Graduate School. These also meet four times a year and are attended, respectively, by the research student representatives on Research Degrees Committee and departmental Research Degrees Conveners.

Departmental Research Student Review Board (RSRB)

Each department has a RSRB, chaired by the Research Degrees Convener. This Board meets, usually once a month, to approve research student matters delegated to the department and to make recommendations to the RDCom.

SUPERVISORY TEAM

A student's supervisory team is usually made up of a Director of Studies and one Co-Supervisor. Exceptionally a further Co-Supervisor may be permitted. The team is initially

appointed when an offer of admission onto a research degree programme is made to the student.

Director of Studies

A student's Director of Studies (DoS) is responsible for the overall direction and development of the student's programme of research.

Co-Supervisor

Each student has at least one Co-Supervisor to work with the Director of Studies as part of the supervisory team. The Co-Supervisor brings appropriate, additional expertise and meets with the student and Director of Studies when supervisory sessions are arranged.

Exceptionally the Head of Department may seek approval from the Research Degrees Committee to appoint a Co-Supervisor from outside the University in order to bring additional expertise to the supervisory team or in order to address the needs of a funded project.

More detail regarding appointments to the Supervisory team is given in Appendix 2.

STUDENT QUERIES

Students should normally raise academic queries and concerns first with their supervisors, with the DoS having overall responsibility. Beyond the supervisory team, matters should normally next be raised with the departmental Research Degrees Convener, then the Head of Department and finally with the Director of the Graduate School.

Administrators in the Department Office and the Graduate School Office may be able to advise and assist with student queries. In addition, the Research Student Representatives who are members of the Research Degree Committee and Student Forum may be useful contacts.

APPEALS & COMPLAINTS

Students who wish to raise an appeal or make a complaint should contact Roehampton Student Union in the first instance, in accordance with University guidelines, see

<https://www.roehampton.ac.uk/current-students/complaints/>

ADMINISTRATIVE SUPPORT

Administrative support for research degree programmes is provided in each academic department and centrally in the Graduate School, which co-ordinates with other administrative departments in the University. For most administrative queries, the first port of call for research students should be the Department Office, which also supports the Departmental Research Student Review Board and Research Degrees Convener.

The Graduate School is located in Grove House. Graduate School administrators support the admissions and annual registration process, Research Student Development Programme and

the examination process, as well as acting as co-ordinators for other queries related to central administration for research degrees and research student matters.

For queries that can't be resolved at departmental level, please contact Graduate School as follows:

For enquiries on Admissions

PGresearch@roehampton.ac.uk

Examinations or Student Records and Data:

Graduateschool@roehampton.ac.uk

or telephone the Graduate School Administrators on 020 8392 3619/3715

For information on RSDP, Studentships or the Doctoral Training Programmes:

ResearcherTraining@roehampton.ac.uk

or telephone the Graduate School Development Officer on 020 8392 3848

2. REGISTRATION

ENROLMENT

Students enrol when first registering with the University, in advance of their start date on either the 1 October or 1 January, and will then re-enrol on 1 October in each subsequent academic year. Students who first enrol in January will be charged tuition fees pro rata for the first nine months and will then be charged for a further 12 months when they re-enrol in October. Students will also be required to re-enrol on returning from an approved interruption of study.

Tuition fees are payable at enrolment. See <https://www.roehampton.ac.uk/graduate-school/fees-and-funding/>. Fees may rise each year and terms and conditions apply.

Students must complete re-enrolment within one month of the start of the academic year. Students may be allowed additional time to re-enrol following consultation with, and written permission from, the Graduate School. If a student is not eligible for additional time to re-enrol and/or has not made contact with the University following a final warning email, then their registration on the programme may be terminated.

If a student has missed the official re-enrolment point, they will be required to re-enrol at a different point in the year (e.g. in April or June following an approved period of interruption). The student will be invited to re-enrol and will be expected to do so within one month otherwise the warning email procedure as outlined above will be initiated.

Where the supervisory team comprises staff from more than one academic department, the student will be registered for administrative purposes in one department, normally that of his/her main supervisor.

Expiry of End Date

If a student's end date has been reached and the thesis has not yet been submitted then an extension should be applied for, otherwise the student's status will be automatically changed to programme suspended immediately following their end date expiry. If a student subsequently submits an application (RDCom6) to extend their registration then they will be made registered – see Section 4. If a student has not submitted an application to extend their registration within one month of their end date expiry then their registration on the programme may be terminated.

In circumstances where a student's registration on the programme has been cancelled for the reasons outlined above, the decision may be reversed and they may be allowed to return to their studies:

- If it has been less than three months since the student's registration was cancelled, then the decision may be reversed by the Graduate School.
- If it has been more than three months since the student's registration was cancelled, then the student may be required to request permission from the Research Degrees Committee via their department Research Student Review Board, to return.
- If a considerable amount of time has lapsed without contact then the student may be required to reapply via the admissions process.

INDUCTION

All new MPhil/PhD students must attend the Induction Day, shortly after registration in October and January. (Separate inductions are provided for students on professional doctoral programmes, organised by programme convenors.) The day will provide an introduction to: being a research student; working with supervisors; the doctoral process and the academic milestones involved; the Research Student Development Programme; key personnel and the range of support services and facilities available in the university for research students. In addition, all new students must attend the 'Well-Rounded Researcher' day in October (January starters should attend the following October), which will introduce students to doctoral level research theory and methods. Induction and the Well-Rounded Researcher days are compulsory for all new students and contribute towards the Research Student Development Certificate (see below).

Each department may also provide induction for new research students, including an introduction to departmental personnel, support structures and facilities.

ATTENDANCE REQUIREMENTS

Every student is expected to participate fully in the research culture of their department and the University. This includes attending:

- all scheduled supervisory sessions (a minimum of 6 supervisions per year for full-time students and 4 per year for part-time students, including a minimum of 1 with the whole supervisory team). Supervisions are counted when they involve one or more supervisors and the student at the same time, either in person, or by conference call, Skype etc. Other means of communication, such as email, do not contribute to the minimum of supervisions required;
- all elements of the Research Student Development Programme, and any lectures, seminars, laboratories, workshops, conferences and other events, identified by the supervisory team;
- meetings of any research centre or group to which the student belongs;
- the oral examination following the final submission of the thesis or portfolio.

Every student is required to keep in regular contact with his/her supervisory team and is required to attend all scheduled supervisory sessions. If for good reason a student is unable to attend a scheduled session, s/he must notify the members of the supervisory team in writing as far in advance as possible.

A Supervision Record should be completed for each supervisory session and retained on file within the Department. This is especially important for Tier 4 visa students but university policy (see Appendix 4) requires a supervisory record for all students. The University is required by law to monitor the attendance of students who require a Tier 4 visa in order to study in the UK. Tier 4 students and their supervisors should refer to Appendix 4.

Hours of Study and Employment

All full time research degree students are expected to commit to an average of a minimum of 40 hours of study per week for 40 weeks per academic year. A full time student may undertake paid employment of their choosing on a part time basis up to a maximum of 6 hours a week, in accordance with UK Research Council guidance. Students in receipt of full bursary funding from the University will be required to work within the University for an average of 6 hours a week for up to 40 weeks per academic year providing teaching

(including preparation time) or other assistance for their department and these students should not normally undertake any further paid work, within or outside the University.

Part time research degree students are expected to commit to an average of between 20 and 30 hours of study per week for 40 weeks per academic year. A part-time student may undertake paid employment which does not conflict with this requirement.

Departments should monitor work being carried out on their behalf by students in receipt of a full bursary ([Code of Practice](#) here). Supervisory teams should advise students who may need to change their mode of study in order to ensure that they are free to work in line with University guidelines.

Minimum and Maximum Periods of Study

The minimum and maximum periods of study for programmes leading to the degrees of Master of Philosophy and Doctor of Philosophy, including the PhD on the basis of published works, are as set out in Section 9 of the Research Degrees Regulations:

Programme	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
MPhil (<i>only</i>)	21 months	36 months	33 months	48 months
PhD	33 months	48 months	45 months	84 months
DTh in Practical Theology (research element only)	21 months	36 months	33 months	60 months
PsychD Forensic Psychology	N/A	N/A	36 months	60 months
EdD (<i>whole programme</i>)	N/A	N/A	60 months	72 months
PsychD Counselling Psychology (<i>whole programme</i>)	36 months	36 months	48 months	72 months
Research element only		24 months	36 months	48 months
PsychD Psychotherapy & Counselling (<i>whole programme</i>)	N/A	N/A	36 months taught plus 36 months research (with award of MSc); OR 36 months taught plus 24 months research (without award of MSc)	36 months taught plus 36 months research (with award of MSc); OR 36 months taught plus 24 months research (without award of MSc)

Students must complete the minimum period of study before they may submit the final thesis or portfolio for examination. A student who is granted credit transfer in respect of part of the taught element of a Professional Doctorate will be granted exemption from the corresponding part of the minimum period of study. Not all Professional Doctorates make provision for credit transfer in this way (see the [academic regulations for the relevant programme](#)).

Students must submit the final thesis or portfolio for examination within the maximum period of study, otherwise their registration on the programme may be terminated. Extensions to the maximum period of study should be made well in advance (see Section 4).

3. DOCTORAL MILESTONES AND PROGRESSION

All student applications to departmental Research Student Review Boards should be progressed within one month from the point of submission to the Department Office.

DOCTORAL MILESTONES

There are two formal doctoral milestones for doctoral students on the MPhil/PhD or Professional Doctorate programmes. Candidates for the PhD by Published Works or who were admitted directly onto the PhD programme, are not required to undergo these processes. Training sessions are offered as part of the Research Student Development Programme each term for each doctoral milestone and the viva process. These can be booked via the Graduate School [Moodle](#) site.

Project Confirmation (RDCom2)

Students work on their project confirmation application with their supervisors from the start of their registration. This is the process of detailed planning and development of the proposed research project, both theoretically and practically (see Section 12 of the Research Degree Regulations). The purpose of the project confirmation process is to ensure that each student identifies in detail at an early stage in the programme of study an adequate project of research with the potential to satisfy the requirements for the intended award within the normal period of study, and an appropriate plan to carry it out. Other considerations at this stage include ensuring that appropriate supervisory arrangements are in place, clarifying the nature of any performance- or practice-based research that is intended to form part of the final submission and the format in which it will be submitted, and proposing any case for a final submission in a language other than English.

Students must apply (using form RDCom2) for project confirmation within not more than 9 months of full-time study, or 12 months of part-time study and must achieve project confirmation before undertaking any significant research. Applications for project confirmation are considered by the Research Student Review Board in the student's department against the following criteria:

- the intended contribution of the research and the extent of the student's knowledge of the area and of the context for the proposed research;
- the suitability of the proposed techniques of academic enquiry and the feasibility and adequacy of the plans to carry them out;
- the evidence that the student is engaging in scholarship at the required level and is able to present his/her work in an appropriate form;
- the realistic expectation that the project can be supported appropriately and completed within the normal period of study.

The Research Student Review Board may confirm the project; confirm the project subject to ethical approval, or turn down the application, and if the project is not confirmed, will provide feedback. If a student does not achieve project confirmation on the first attempt, s/he will be given one further opportunity to submit a revised application within three months. If a student does not achieve project confirmation after two attempts, or does not submit an application within the deadline his/her registration on the programme will be terminated.

Upgrade/progression (RDCom3)

Students who are registered for the degree of Master of Philosophy and who wish to transfer to the degree of Doctor of Philosophy, or those registered on some Professional Doctorate programmes, must successfully complete the upgrade/progression process (see Section 13 of the Research Degree Regulations). It is the responsibility of the Director of Studies, in consultation with the Co-Supervisor(s), to advise students when they have reached the appropriate stage to submit an application. However, full-time students should normally apply during the second year of study, and part-time students during the second or third year of study. The upgrade, if approved, is backdated to the date of the student's initial registration on the programme.

The purpose of the upgrade process for MPhil/PhD students is to determine whether a student who has registered initially for the degree of Master of Philosophy should be permitted to undertake further study with the aim of submitting work for a doctoral degree. Applications are considered against the following criteria:

- evidence from the work which has been undertaken and the plan of work which remains to be done that the project has the potential to meet the requirements for the final submission for the degree of Doctor of Philosophy, or Professional Doctorate, including the intended contribution of the research and its scope for originality;
- evidence demonstrating the student's ability to sustain work and scholarly writing at doctoral level;
- the adequacy of progress to date with the programme of work and the suitability of any adjustments made to the project, including steps taken to address any problems which have been encountered;
- evidence that the plan of work which remains to be done can realistically be achieved within the normal period of study;
- the suitability of the plan for the format of the final submission.

The student's application (using form RDCom3) must include supporting evidence, as follows:

- a significant piece of scholarly work produced by the student, such as a draft chapter for the final submission of approximately 10000 words in length, or in the case of a student who is undertaking performance- or practice-based research a combined submission of scholarly writing and creative work in the ratio which has been agreed at the point of project confirmation;
- a written account of work which has been undertaken and a plan of work which remains to be done, including a plan for the format of the final submission (2000 words).

The Research Student Review Board in the student's department will convene an upgrade panel, comprising two independent assessors who are not members of the student's supervisory team to consider the application. The upgrade panel will interview the student as part of the decision-making process before making its recommendation to the Research Student Review Board. With the student's approval, supervisors are permitted to attend the upgrade interview but not to actively participate in it.

The Research Student Review Board may approve the upgrade without conditions or turn down the application, and if the upgrade is not approved, will provide feedback. If a student does not achieve the upgrade on the first attempt, s/he will be given one further opportunity

to submit a revised application within three months. If a student does not achieve the upgrade after two attempts, or does not submit an application within the deadline s/he will remain registered for the degree of Master of Philosophy.

A student may ask the members of the upgrade panel and the Research Student Review Board to consider any circumstances which may have affected his/her performance since initial registration, under the provisions of the [Mitigating Circumstances Policy](#). If the student has a disability or impairment, s/he may ask the Research Student Review Board to review any reasonable adjustments which have been made and to take further action if appropriate.

A student who has achieved the upgrade may transfer back to the degree of Master of Philosophy (form RDCom3a) at any time up to the date of entry for the final examination, in which case the Research Degrees Committee will clarify the period of study and any deadlines or other conditions which apply.

Students on professional doctoral programmes are advised to consult their programme regulations and/or with their programme convenors for details of the RDCom3 as it operates on their programme.

PROGRESS MONITORING AND REVIEW

Formal monitoring of student progress on research degree programmes and the research component of Professional Doctorate programmes is undertaken during May and June each year and is recorded on the Annual Progress Report form. Wherever possible, the Report should be discussed and completed at a meeting of the student and the full supervisory team. The weighting of supervisory responsibility for the next academic year is agreed at this meeting and specified on the report form. Students and the members of the supervisory team are collectively responsible for the timely completion and return of their respective sections of the Report. The Director of Studies is responsible for ensuring that all sections of the Report are returned to the department office for the Research Degrees Convener by the deadline. A student who does not contribute fully and on time may be sent a formal warning under the Cause for Concern procedure.

All Annual Progress Reports are considered by the departmental Research Student Review Board, and the Research Degrees Convener submits a general summary on the reports considered in the department to the first meeting of the Research Degrees Committee of the academic year.

Concerns about student progress at the time of the Annual Progress Report, or at any other time of year, may be reported formally by the supervisory team if appropriate through the Cause for Concern procedure.

Cause for Concern Procedure

The supervisors and/or Head of Department may draw attention to a student's unsatisfactory progress at the time of submitting the Annual Progress Report, or at any other time of the year by initiating the Cause for Concern Procedure (see Section 14 of the Research Degree Regulations).

The student is sent up to two formal warnings and meets with the department Research Degrees Convener to discuss his/her progress. Students who fail to maintain satisfactory

progress after due warning will have their registration at the University terminated. It is therefore very important that students keep their supervisors informed at all times about any factors that may have an adverse effect on their attendance, academic progress or productivity.

ETHICAL RESEARCH AND ETHICS APPLICATIONS

At the time of submission of an application for project confirmation, the student should consider with their supervisory team whether an ethics application is required and if so, submit this simultaneously. If any pilot work requiring ethics approval is to be undertaken prior to submission of the project confirmation form, an ethics application should be submitted for the pilot work prior to being undertaken. Students and their supervisors are responsible for ensuring that project details submitted for project confirmation and ethics approval are consistent. If the project changes in the process of achieving project confirmation or after project confirmation has been achieved, students and their supervisors must consider whether the changes require an amended or further ethics application. Any queries related to ethics requirements should be directed to the department Ethics Advisor, or the University Ethics Officer. Students should also visit the Ethics pages of the University website <https://www.roehampton.ac.uk/Research/Ethics/>

4. CHANGES TO REGISTRATION

Changes in Mode of Study (RDCom4)

Changes between full- and part-time study may be approved through the following process. Note: the PhD on the basis of published works, the Doctor of Education, the PsychD Forensic Psychology and the PsychD Psychotherapy and Counselling can only be followed on a part-time basis. Changes in mode of study, if agreed, take effect from 1 October, 1 January, 1 April or 1 July as appropriate.

- The student discusses the proposal with all the members of the supervisory team, providing an outline of their progress to date and a provisional timetable for completion.
- The student submits the *Application for Change in Mode of Study* (form RDCom4) for consideration by the departmental Research Student Review Board.
- If the Research Student Review Board supports the application, it will forward the application to the Chair of the Research Degrees Committee for approval.
- The Graduate School notifies the student, the Research Degrees Convener and members of the supervisory team of the outcome.

Interruption of Study (RDCom5)

Interruptions of study may be approved through the following process and, if agreed, take effect for a period of three, six, nine or twelve months starting on 1 October, 1 January, 1 April or 1 July as appropriate. Interruptions requested for less than three months or greater than twelve months in duration are not normally permitted. Students can only interrupt within their period of registration. Requests for periods of interruption of more than three months in arrears will not normally be approved.

In advance of submitting a request for interruption, it is important that students who are sponsored financially or have a visa to study in the UK inform themselves about the impact of any changes to their registration status (check offer letter terms & conditions and Appendix 4 below).

The process for requesting interruption of study is as follows:

- The student discusses the proposal with all the members of the supervisory team, providing the reasons for the request together with an outline of their progress to date and a provisional timetable for completion following the proposed period of interruption.
- The student submits the *Application for a Temporary Interruption to Registration* (form RDCom5) for consideration by the departmental Research Student Review Board, accompanied by any necessary documentation such as medical certification.
- If the Research Student Review Board supports the application, it will forward the application to the Chair of the Research Degrees Committee for approval.
- The Graduate School notifies the student, the Research Degrees Convener and members of the supervisory team of the outcome.

During periods of interruption, students are not eligible for academic supervision nor to access to the facilities of the University.

Possible reasons for requesting an interruption may include:

- Financial
- Medical - the student should attach the medical certification and any other relevant documentation to the RDCom5 form in a sealed envelope. Medical certification will be treated as confidential and will be viewed by the Chair of the Research Degrees Committee only. It does not suffice for medical evidence to have been seen by a Director of Studies or Research Degrees Convener. The dates given in the medical certificate should correspond with the period of interruption requested. Non-English medical certificates should be accompanied by a translation (this can be a translation by the student). Interruptions on grounds of pregnancy do not require medical evidence, although dates for maternity leave need to be given.
- Ill-health of a family member - the student is required to care/look after a family member as a result of their ill-health. A medical certificate for the family member is not required in these circumstances.
- Divorce/marital/domestic issues
- Bereavement

Interruptions will generally not be approved in instances where:

- The student states they will be working on the thesis/collecting data/using university facilities/completing modules during the period of interruption requested
- The interruption requested is excessively retrospective without good cause for the delay in the interruption request

Periods of interruption (continuous or cumulative) should not exceed 12 months in total. This is in line with RCUK training grant requirements, and reflects the need for continuity of study at doctoral level. The student may be advised to withdraw rather than continue to interrupt consecutively over long periods of time. Re-registration at a later date and exemption from part of the programme of study may be considered on a case by case basis

Periods of interruption will not be approved more than 3 months in arrears (i.e. one quarter). Supervisory support and other university facilities are provided for registered students, and

this resourcing cannot be recovered by the university. The student must notify the Graduate School by email ahead of their return to study. On return to study, the student is required to re-enrol.

Extensions to the Maximum Period of Study (RDCom6)

Extensions beyond normal maximum periods of registration will only be permitted where there is clear evidence of progress, and a suitable timetable to completion. Progress during an extension period will be closely monitored by supervisors and RSRBs. Extensions are not expected to exceed 12 months in total. Requests for extensions of registration conform to the quarterly structure of the Graduate School year.

Extensions require a formal application using the RDCom6 form. It is important that such applications are processed well in advance of the anticipated end date and supervisory teams are advised to track this carefully.

Students should apply for an extension using the following process:

- The student discusses the proposal with all the members of the supervisory team, providing an outline of their progress to date and a provisional timetable for completion.
- The student submits the *Application for an Extension to Maximum Period of Registration* (form RDCom6) for consideration by the departmental Research Student Review Board.
- If the Research Student Review Board supports the application, it will forward the application to the Chair of the Research Degrees Committee for approval.
- The Graduate School notifies the student, the Research Degrees Convener and members of the supervisory team of the outcome.

All extensions must be paid for at the relevant full-time or part-time rate. If a student submits early and has at least one full month of registration remaining, s/he may be eligible for a partial refund of fees. Students seeking a refund on these grounds should contact the University's Finance Department (finance@roehampton.ac.uk).

It is important for students who are sponsored financially or for the purposes of studying in the UK to inform themselves in advance about the impact of any changes to their period of study. Students should check with their sponsor and seek Graduate School advice if necessary.

Change of Supervisor (RDCom7)

During the course of a student's period of study, it may be necessary to make changes to the composition of the supervisory team. Such changes should be kept to a minimum in order to ensure that the student's studies are not unnecessarily disrupted and the student must be kept informed of the arrangements at all times. Changes to supervisory arrangements must be approved through the following process:

- The Head of Department, or a nominee, discusses the proposed changes with all members of the old and new supervisory teams and with the student.
- The Head of Department, or a nominee, or the student, submits the *Application for Change to Approved Supervisory Arrangements* (form RDCom7) for consideration by the departmental Research Student Review Board.
- If the Research Student Review Board supports the application, it will notify the student, the members of the old and new supervisory teams, and the Graduate School of the

change. If the change involves the appointment of a new external Co-Supervisor (see *Appendix 2*) or will result in a supervisory team comprising more than the recommended 2 members, the Head of Department will first seek the approval of the Research Degrees Committee. The Change of Supervisor form must be approved by the Head of Department in order to monitor supervisor capacity.

Withdrawal (RDCom8)

Students who wish to withdraw their registration should use form RDCom8. Students may withdraw at any time, but fees will be charged to the end of the academic quarter (October to December, January to March, April to June, July to September). Students who require a visa in order to study in the UK and who withdraw their registration at the University will be reported to the UK Border Agency and will be required to make arrangements to leave the UK without delay.

Transfer to Writing-up Status (RDCom9)

When MPhil/PhD students are in the final stages of their programme and completing their thesis, they may apply to transfer to writing-up status for a period of up to one year, when they will not be required to pay tuition fees.

Students on writing up status are still fully registered students with full access to supervision and university and department resources.

Students wishing to transfer to writing-up status must:

- have the support of their supervisors and the approval of their Head of Department;
- not have an outstanding formal warning under the Cause for Concern Procedure;
- have successfully completed at least three years full-time study, or four years part-time study;
- have successfully upgraded to doctoral status;
- not have any outstanding tuition fees to pay.

Students who have transferred their registration from another institution to Roehampton can apply to transfer to writing-up status if they have completed in total the registration period normally required to qualify for writing-up status and have been registered with the University of Roehampton for at least one year full-time or 1.5 years part-time.

Students on writing-up status are expected to submit within the maximum period of registration. If an extension to the maximum period of registration is required, the student will be returned to normal registration status and will be required to pay fees at the relevant full- or part-time rate for any additional periods of study. Sponsorship and other financial support arrangements may be reviewed in the case of an extension to the maximum period of registration.

Students wishing to transfer to writing-up status must submit an *Application for Transfer to Writing-up Status* (form RDCom9) in advance to the departmental Research Student Review Board, which will consider the application and make a recommendation to the Research Degrees Committee. If agreed, the transfer will normally be effective from the first day of the next month following approval. It is recommended that students seek advice (from their

Sponsor) on any implications for their funding or leave to remain in the UK before applying for a transfer.

Guidelines on transfer to Writing-Up status:

PhD Programmes

FT students who are registered for the PhD award may apply for writing up status to cover **12 months'** registration on the following conditions:

- Successful transition through RDCom3
- No record of cause for concern
- No outstanding debts
- Completion of **3 years'** full time study

PT students who are registered for the PhD award and who enrolled on the programme **before 1st October 2016** may apply for writing up status to cover **12 months'** registration on the following conditions:

- Successful transition through RDCom3
- No record of cause for concern
- No outstanding debts
- Completion of **4 years'** part time study

PT students who are registered for the PhD award and who enrolled on the programme after 1st October 2016 may apply for writing up status to cover **12 months'** registration on the following conditions:

- Successful transition through RDCom3
- No record of cause for concern
- No outstanding debts
- Completion of **5 years'** part time study

Professional Doctorate Programmes

Students on Professional Doctorate Programmes are advised to consult the regulations for their specific programmes regarding eligibility for writing-up status.

5. RESEARCH STUDENT DEVELOPMENT & TRAINING

Students are responsible for assessing their own development needs, in consultation with their supervisors, and should complete [Skills Review form](#) at the start of each academic year ahead of a supervisory meeting. This will form the basis for a training plan for the academic year.

It is the student's responsibility to record participation in development and training throughout their programme of research. Training needs and outcomes should be discussed at Annual Progress Review (APR) meetings. The [RSDP Log](#) (a log of all training & development) should be attached to the APR each year, and Directors of Studies are asked to counter-sign this cumulative training log to certify that they are confident that the student has undertaken the training as detailed in the log.

The RESEARCH STUDENT DEVELOPMENT PROGRAMME (RSDP)

The RSDP provides research methods and generic skills training to complement the programme of doctoral research. Skills training forms an essential part of researcher development, and increasingly employers (both academic and non-academic) look for demonstrable evidence of training throughout the doctorate.

Features of the programme:

- a local research environment and peer group support for students, plus access into subject-related networks, provided by each research centre and department;
- disciplinary areas (arts and humanities, social sciences, sciences) provide research methods and research skills training across the breadth of each area, including in research theory, qualitative and quantitative methods, and good research practice;
- The generic training sessions address areas such as the doctoral process, employability, communication and networking skills
- in co-ordination with the Graduate School, academic support departments also provide specialist support in library, online resource and IT skills;
- supervisors have a role in all areas of research student development, including assisting students to seek out the most appropriate provision both internally and externally

MPhil/PhD students beginning their studies on or after 1st October 2015 must participate in the Research Development Programme and must complete all required components of this programme before submission of a thesis. Students on Professional Doctoral Programmes should consult their own regulations with regards to training requirements. Students will be required to attend a total of 22 training sessions throughout the course of their degree, with the majority of these sessions to be attended in the first two years. On completion of the programme, students will receive a certificate to demonstrate their transferable skills training ahead of their post-doctoral employment.

To complete the programme, students must select training sessions from three areas, as well as attend the Induction day in October/January and the Well-Rounded Researcher day in October. The programme requirements break down as follows:

Group	Compulsory
A (Induction + Well-Rounded Researcher)	All (2) sessions
B1 (area-specific)	3 sessions + Choose 8 sessions between B1+B2
B2 (subject-specific)	Choose 8 sessions between B1+B2
C (generic skills training)	Choose 9 sessions

TOTALMinimum 22 sessions, over
lifespan of degree

Departments and Research Centres coordinate Group B1 and B2 training programmes, while the Graduate School coordinates the Induction and the Group C training programme. C and B1 sessions are open to all PGRs while B2 sessions are specifically for a department's PGRs. The programmes are advertised together on the Graduate School Moodle site. Contact ResearcherTraining@roehampton.ac.uk for any queries related to accessing the Moodle site.

Students may assess their own training needs, and supervisory teams should also provide guidance on which sessions to take. Training at Masters level or below will not usually count towards the certificate, although students can take these sessions if required. The exception is the MA Social Research Methods, with students able to audit (attendance only) relevant modules and include these as B sessions

'Equivalent' training. Students are permitted to count two externally-provided research sessions per year towards the requirements of the RSDP with one half day's training equivalent to one session. These sessions should be at the doctoral level and fit with established national frameworks for research training (such as [the Vitae researcher framework](#)). These sessions should be included in the RSDP log and signed off by the Supervisor through the APR process.

The distinction between research training and the student's involvement in the wider research culture should be maintained. Consequently, while conference organisation, presentation, submission of abstracts/papers might be counted as 'equivalent' training, general conference/seminar/workshop participation should not. Intensive courses lasting several weeks can also be counted as equivalent training but only for the maximum number of sessions per year already permitted. This should be discussed with a supervisor if advice is required.

Online training. Students are permitted to take two RSDP sessions per year online. The sessions available online will be indicated on the Roehampton Graduate School Moodle site. Supervisors will be required to confirm which sessions students have accessed online through the APR process.

Attendance at RSDP sessions should be recorded on the RSDP Log by the student, as detailed above. Graduate School can provide details of RSDP attendance when required.

FACILITIES

Study Space

In many cases, students will be allocated or informed of desk space in their Departments. These spaces may be shared and available on a first-come-first-served basis. Desks may not be reserved and must be cleared when not in use. All spaces should be respected as quiet spaces for work.

Details of most of these [shared spaces](#) are outlined on Graduate School Moodle. This gives building and room number, lists number of available PCs and/or availability of a wireless network and whether access is open or limited to a department's research students.

Research Student Printing and Copying Facilities

Departments cover the cost of their research students' printing, copying and scanning on campus. Department Business Managers are sent a monthly report of the volume of printing, copying and scanning activities undertaken by research students within their department for financial monitoring purposes.

RESEARCH STUDENT DEVELOPMENT FUND

Each research student has access to up to £600 to use towards payment for specified research activities: travel to conferences, conference expenses, travel for research, supplies/equipment (NOT including books or computer hardware), training, or data/software access expenses. Students should complete a [Research Student Development Fund application form](#) (located on the Graduate School Moodle site), and gain supervisor(s) approval, in advance of the event. Full guidance is provided on the form. Expenditure is claimed in arrears via an expense claim submitted to the departmental accountant. If students are planning to travel overseas, they must also complete the [Authorisation to Travel Overseas](#) (ATO) form and submit this to finance@roehampton.ac.uk. The student should also check FCO travel advice for the intended destination, and seek guidance from the Graduate School if necessary.

Important: Tier 4 students must also copy the ATO form to the Immigration Office and the Graduate School. In addition, they must complete the Overseas Fieldwork Form, available on the Graduate School Moodle site.

6. SUBMISSION OF THESIS AND FINAL EXAMINATION

Entry for the Final Examination

Prior to the submission of the thesis, a student must submit an Examination Entry Form in time for it to be considered by the Research Degrees Committee. This should be at least three months and not more than six months before the date on which the student intends to submit work for the final examination.

Examiners are nominated and appointed at the same time (see Section 16 of the Research Degree Regulations). CVs for each proposed examiner must be submitted with Examination Entry Forms, accompanied by the External Examiner eligibility form, to ensure timely consideration by Graduate School. It is helpful if departments can ensure that the CVs submitted by proposed examiners include details of all examining experience at the doctoral level, including, where appropriate, experience of examining professional doctorates. At the point of nomination, the supervisory team should consider relevant criteria for the proposed examiners including potential conflict of interest issues.

The Examination Entry Form records the title of the student's final submission, which cannot then be changed except with the agreement of the Chair of the Research Degrees Committee.

The timely submission of Examination Entry Forms is crucial to the smooth processing of organising all aspects of examination.

The requirements of the final submission, including rules on length, content and written language, are set out in Section 17 of the Research Degree Regulations, or in the individual regulations for Professional Doctorates. There are also rules on the presentation of the final thesis outlined below and on the [Graduate School Moodle](#) site. Students will agree a suitable length, structure, format and presentation for their final submission with their supervisors, working within the University's requirements and taking into account the subject area and nature of the thesis.

The Chair of the Research Degrees Committee will appoint a Viva Chair at the time that the Examination Entry form is approved.

Thesis Presentation Guidance

The text should be written in English (unless the University's Research Degrees Committee has given permission for another language to be used owing to the nature of the subject). Other regulatory requirements on the presentation of theses are listed below:

- Paper should be A4, white and within the range of 70g/m² to 100g/m².
- There should be a margin of 40mm (1½ inches) on the left hand side of the pages to allow for the binding. Other margins should not be less than 15mm. Running heads and page numbers should be within the recommended margins.
- The height of the characters used in the main text, including displayed matter and notes, should not be less than 2.0mm for capital letters and 1.5mm for a lower case x. Times New Roman 12-point and Arial 10-point are two examples of an acceptable font.
- The text should be double-spaced.
- All pages should be numbered sequentially.

- Where ethical approval has been required, the following wording should be included either on a stand-alone page, or in an appendix: “The research for this project was submitted for ethics consideration under the reference.....in the Department of....and was approved under the procedures of the University of Roehampton’s Ethics Committee on.....”. A sample Consent Form should be included in the Appendices.
- The thesis may be printed single-sided (right-hand pages only) or doubled sided.

Order of Thesis

A candidate's thesis should follow the order:

- i. Title page (example below) - this should contain:
 - a. the approved thesis title as stated on the candidate's Examination Entry Form,
 - b. the candidate's name and qualifications,
 - c. a statement of the degree for which the thesis is being submitted,
 - d. the name of the candidate's Department,
 - e. the name of the University, and
 - f. the year of submission for examination.

Title of Thesis
by
A N Other BA, MA
A thesis submitted in partial fulfilment of the requirements for the degree of PhD
Department of Humanities
University of Roehampton
2018

- ii. The abstract - this should be a summary of the content of the candidate's thesis and should not be longer than 300 words
- iii. Contents page - this should be a listing of the contents of the candidate's thesis, giving page numbers for each section and chapter, and is best presented in tabulated form
- iv. Acknowledgements - this is where a candidate has the opportunity to thank the people and organisations who have assisted in her/his work
- v. The main body of the thesis will normally follow the format - Introduction, Chapters, Conclusion
- vi. Appendices (if needed)
- vii. Bibliography - this should be a complete listing of all of the relevant works the candidate has consulted and should demonstrate critical judgement in the selection of the material included.

It is preferable to bind theses as one volume, but some candidates like to present their appendices as a separate volume especially if they are of substantial size.

Examiners will take account of presentation and accuracy when considering theses. Candidates should, therefore, make sure that their thesis presents a logical progression of argument, which is clear and consistent in the style of its presentation, that tables and illustrations are clearly labelled, and that the bibliographical references are clear.

Submission of Thesis

Students may submit at any point after the Exam Entry Form is approved, provided that they have completed their minimum period of registration, are within their maximum registration period, have registered for the academic year and have paid any tuition fees that are due.

You are required to submit **three copies** of your thesis (unless advised otherwise), along with a Candidate's Declaration form (form RDCom10) to the Graduate School Office. You can submit this in person or by secured post (e.g. recorded delivery). If your thesis is being delivered to the University by a third party please use the following details:

Graduate School
Grove House 104
Froebel College
University of Roehampton
Roehampton Lane
London
SW15 5PH

The three copies of your thesis should be temporarily bound (eg. spiral, comb or thermal bound). Subsidiary papers and other material forming part of the thesis (including tapes or videos) should be bound into the final thesis if it is possible or securely attached to your thesis and clearly labelled with your name. There are facilities for binding theses in the library.

Students will receive an e-receipt (via email) to confirm your submission from the Graduate School and the Graduate School will initiate the Examination arrangements (see below). Allegations of academic misconduct will be investigated in accordance with the Student Disciplinary Regulations.

Students who have submitted, up to the point of completing any corrections or resubmission requirements of their examiners, remain registered students, with access to supervisory support and University resources and facilities. Students who have submitted should be offered the opportunity to undergo a mock oral examination. It is the responsibility of the Director of Studies to arrange this.

Examination

The Graduate School will contact the examiners and the candidate to arrange a date for the oral examination. Examinations will generally not take place during the month of August due to the availability of academic staff.

The Chair of the Research Degrees Committee will have appointed a viva chair to facilitate the running of the oral examination and to advise the examiners as needed on University regulations, policies and procedures. The viva chair will be a senior member of academic staff in a department other than that of the student with experience of acting as a Director of Studies. S/he will not be involved in assessing the student, but will take part in the oral examination and in private meetings of the examiners in order to ensure that the examination is conducted fairly and in accordance with University guidelines. The viva chair will also advise the examiners on any reasonable adjustments to be made to the conduct of the final examination in the light of information about a disability or other impairment which has been

disclosed in advance by the student. Viva chairs are expected to seek training and advice from the Graduate School if they have not chaired a viva before.

The student may invite one or more members of the supervisory team to observe the oral examination, and should advise the Graduate School in advance of their planned attendance. Members of the supervisory team will not be involved in assessing the student, or take part in the oral examination, or observe private meetings of the examiners.

Following the oral examination the examiners make a joint recommendation on the outcome to the Research Degrees Committee, and the student is informed. In many cases they also give provisional feedback to the student at the end of the oral examination. The list of possible outcomes is set out in Sections 21 and 22 of the Research Degree Regulations, or in the individual regulations for Professional Doctorates.

Corrections and Resubmissions

The outcome of the examination may require corrections to the thesis or a resubmission of the work. Where corrections are required, the student must submit the corrected work within three months. In the case of MPhil/PhD theses, where corrections of substance are required, the student must submit the corrected work within six months. One or more of the examiners will be asked to verify that the corrections are satisfactory. No additional fees are payable by the student where corrections are required. If more significant revisions are needed, the candidate will be required to re-enrol and to resubmit work for assessment within 18 months. The resubmission will be examined by the same examiners as the first submission, with or without a further oral examination. Students who are required to resubmit must pay the relevant examination fee.

During the correction or resubmission period, students retain their registered status at the university and are permitted access to the library and other facilities as required.

Following the viva, if corrections or resubmission are required for an award, students will have the opportunity of a meeting with their supervisors to discuss the examiners' joint report and the amendments required. Regular contact should be maintained by the student with their supervisors during the period available for corrections or resubmission. The frequency of any meetings will vary according to the nature of the amendments required, but will not exceed normal supervisory arrangements prior to submission. If a supervisor is no longer able to provide supervision, and the Head of Department decides that the remaining supervisory team is not able to provide adequate support, the department should arrange for a replacement supervisor to be appointed. However, a full supervisory team, as required prior to first submission, may not be necessary.

Supervisors are expected to read and comment on amended sections of the thesis or body of work prior to submission if requested, but they are not expected to read multiple redrafts. The examiners do not provide supervisory support or guidance following the viva. If necessary, immediately following formal notification of the outcome of the examination to the candidate and supervisors, the examiners may be asked, through the Graduate School, to provide clarification about the amendments required.

A student may apply to the Research Degrees Committee for an extension to the deadline for making corrections to the submission or for resubmitting work for assessment on grounds of mitigating circumstances or other significant and acceptable cause. The application

should be submitted in writing in advance of the deadline and should include supporting evidence where appropriate. If a student does not meet the deadline and has not applied for and been granted an extension, his/her registration on the programme may be terminated.

Award of the Degree and Conferment

Once the examiners agree that all necessary corrections have been completed and an award should be given, the Graduate School will write to the student to inform them and the Director of the Graduate School ratifies the award. The student will then be required to submit a final electronic copy of the thesis to the Graduate School, for the Online Repository. Once this has been received, the student will be sent their award letter of completion and their details passed to the Graduation Team to be invited to the next ceremony (in July and January each year).

Publication of your Final Thesis online: Copyright Guidance

The final thesis will be published online on our repository, PURE. An eThesis is as close as possible in appearance and layout to the printed version, but may have some elements removed for copyright reasons. eTheses are accessed many more times by readers around the world than the printed thesis, benefiting the author's professional career and recognition.

Many UK and major international universities have mandates for thesis similar to Roehampton. As well as being deposited in to the Roehampton Research Explorer, your eThesis will also go into the British Library's EThOS national online thesis scheme site as well.

In your thesis you will want to include material by other authors (generally referred to as third party material), and this material will be copyrighted. An author automatically has copyright in anything they write or otherwise create, under UK law they do not need to apply for it or mark their work with the © mark for it to apply. Ideas and facts are not copyrighted, although presentation of ideas and facts may be.

In addition to content copyright, the format or layout (typography) of an item may have rights associated with it. Images within a work, e.g. book illustrations, may also have copyright over and above that embodied by the book as a whole. Finally authors can assign parts of their copyright to someone else, for example, a publisher. Therefore any individual or corporate entity that currently holds the rights to exploit and reuse an item is known as the rights holder.

Students are advised to consult the full [Copyright Guidance](#) document, available on the Graduate School Moodle site, for detailed information about obtaining copyright permissions ahead of submitting their eThesis.

Graduation

After the submission of the final electronic copy of the thesis, and receipt of a formal letter of ratification from the Graduate School, students will automatically be added to the list for invitation to the graduation ceremony, which takes place in July or February. In late June/December, students will be invited to register for Graduation via a web link provided

by the Graduation Team (this team is not part of the Graduate School). Queries regarding the ceremony should be directed to the Graduation Team, Graduation@roehampton.ac.uk

Appendix 1: FORMS & TIMEFRAMES

In-Course Forms, Examination Entry Forms and Progress Report forms are all available on the Graduate School website pages here:

www.roehampton.ac.uk/graduate-school/current-students/

The Department Research Degree Administrator will email the student directly to confirm the outcome of the application in the case of the following applications for which RSRBs have delegated authority:

- *Project Confirmation (RDCom2)*
- *Upgrade/Progression (RDCom3)*
- *Application for Change to Approved Supervisory Arrangements (RDCom7)*

All other applications are recommended from the Departmental Research Student Review Board to the Research Degree Committee for approval. These will be forwarded from the relevant Research Student Review Board to the Research Degrees Committee within one month from the point of submission to the Department Office and the student should expect to hear the final outcome from the Research Degrees Committee within an additional two weeks (i.e. within a total of 6 weeks from submission to the Department Office):

- *Application to Transfer from Doctoral Status to MPhil (RDCom3A)*
- *Application for Change in Mode of Study (RDCom4)*
- *Application for a Temporary Interruption to Registration (RDCom5)*
- *Application for an Extension to Maximum Period of Registration (RDCom6)*
- *Entry Form for Examination*

The timeframes referred to above are appropriate at any point in the academic year.

These forms can be accessed from the external website or the Graduate School Moodle site. As they can change from time to time students should always download forms directly rather than using a copy passed on or previously saved.

Appendix 2: STAFF ROLES & RESPONSIBILITIES FOR RESEARCH STUDENTS

Key information for students is given under the Governance section in the main body of the Handbook. This appendix gives more detail about key roles and who students should speak to about particular issues.

Head of Department

The Head of Department has overall responsibility for the welfare and academic progress of research students in their academic department and for ensuring that the department complies with University rules, policies and codes of practice that relate to postgraduate research.

Within this overall remit the specific responsibilities of the Head of Department are:

- to appoint a Research Degrees Convener, and to establish and oversee a Research Student Review Board for the department, in agreement with the Director of the Graduate School;
- to appoint a RSDP Co-ordinator for the disciplinary area in collaboration with other Heads of Department and in consultation with the Director of the Graduate School;
- to maintain an appropriate research environment for students within the department, including research development activities that are co-ordinated with the University's Research Student Development Programme;
- to approve the admission of students onto research degree programmes (note: admissions to the PhD on the basis of published works and applications for exemption from part of a research degree programme must be approved by the Chair of the Research Degrees Committee);
- to ensure that appropriate supervisory arrangements are made for each student, and that supervisors participate in appropriate professional development;
- to authorise recommendations from the department to the Research Degrees Committee.

Research Degrees Convener

Each academic department has a Research Degrees Convener (RDC) whose role is to co-ordinate the arrangements for research students on behalf of the Head of Department.

The Research Degrees Convener is appointed by the Head of Department in agreement with the Director of the Graduate School and must normally be a qualified Director of Studies with substantial experience of research student supervision. They should also have experience of serving on a Research Student Review Board (RSRB).

Within this overall remit the specific responsibilities of the Research Degrees Convener are:

- to chair the departmental Research Student Review Board and to take responsibility for items relating to research degree programmes at the Department Committee;
- to represent the department on the Research Degrees Committee and Supervisors' Forum, and to communicate business from RDCom to their departmental RSRB;
- to co-ordinate departmental arrangements for the admission, induction, monitoring and examination entry of research students and to ensure that appropriate records are maintained;

- to ensure that research students participate in appropriate research development activities;
- to ensure that supervisors participate in appropriate professional development;
- to encourage and support the integration of research students into the research environment of the department and the University;
- **to carry out any other duties relating to research degree programmes as required by the Head of Department or Director of the Graduate School.**

SUPERVISORY TEAM

Details of role responsibilities are included in the main body of the Handbook. Departments should also note that supervisors must observe the [University's Code of Practice on Research Student Supervisory Load](#).

Either the Director of Studies or the Co-Supervisor may be the main academic supervisor of the student, or they may contribute equally. Agreement should be reached when a supervisory team is proposed about the roles and proportion of the supervisory load to be taken by each member of the team. The proportion undertaken by an individual supervisor may range between 10 to 90% of the total supervisory load. The weighting of supervisory responsibility is reported annually as part of the Annual Progress Review. Reported data feeds into workload planning.

Director of Studies

The criteria for the appointment of a Director of Studies are set out in Section 11 of the Research Degree Regulations. Appointment as Director of Studies normally ceases if the individual ceases to hold a suitable appointment at the University, although it may be desirable in appropriate circumstances for him/her to remain as a Co-Supervisor on the supervisory team in which case a new Director of Studies will be appointed.

Role:

- clarifying and agreeing the boundaries, relative responsibilities, and lines and means of communication between the student and individual members of the supervisory team;
- providing the student with guidance about the nature of research, about planning the programme of research realistically, about the availability of and access to literature and other sources of information, and about the difficulties associated with academic misconduct;
- discussing, agreeing and recording with the student at an early stage a programme of support and training relevant to the particular needs of the student and the area of research;
- advising on the financial viability of the research project;
- ensuring that the student is aware of his/her responsibilities towards health and safety both in general and in relation to the department and the programme of research;
- ensuring that, in circumstances where the student's research is linked with a research contract, the academic interests of the student and his/her programme of research are safeguarded;
- providing a point of reference for the student on welfare issues.

Co-Supervisor

The criteria for the appointment of Co-Supervisors are set out in Section 10 of the Research Degree Regulations.

Each student has at least one Co-Supervisor who works with the Director of Studies as part of the supervisory team. The Co-Supervisor brings appropriate, additional expertise, and meets with the student and Director of Studies when supervisory sessions are arranged.

Exceptionally the Head of Department may seek approval from the Research Degrees Committee to appoint a Co-Supervisor from outside the University in order to bring additional expertise to the supervisory team or to address the needs of a funded project. Details should be provided through an RDCom7 form, including the CV of the proposed external supervisor. This is more common when students conduct part of their research outside of the UK. External supervisors will not normally be responsible for more than 40% of supervision and the weighting of supervision records should indicate the proportion that has been agreed with the Head of Department.

Models for supervisory team

One of the team may act as the main academic supervisor of the student, or they may contribute equally. There are a number of possible models for the composition of the supervisory team and the following are three examples.

- The Director of Studies manages the student's programme of research, has specialist knowledge closely related to the student's research topic and is the main supervisor. The Co-Supervisor (who may or may not be a qualified Director of Studies) is an active researcher in an area relevant to the student's field of research who contributes more broadly to the student's programme of research.
- The Director of Studies manages the student's programme of research and mentors the Co-Supervisor, who is not yet qualified as a Director of Studies but has specialist knowledge closely related to the student's research topic. The Co-Supervisor is the main supervisor.
- The Director of Studies manages the student's programme of research. Both the Director of Studies and the Co-Supervisor (who may or may not be a qualified Director of Studies) have specialist knowledge closely related to the student's research topic and agree between them the sharing of the topic-related supervision and the identity of the first point of contact for administrative purposes.

APPENDIX 3: APPLICATION PROCESS

Key information for applicants is set out on the Graduate School website pages here www.roehampton.ac.uk/graduate-school/degrees/. The information below is primarily for prospective Supervisors and departmental administrators. This section will be subject to minor revision when our new electronic application process is introduced.

New Applicants

All applications from potential research students must be submitted to the Graduate School through the Online Application Portal. This should follow informal discussion with potential supervisors or Research Degrees Convenor in a department. The Graduate School will review non-academic criteria and pass applications to departments for consideration. Departments will review each application and decide whether to invite the applicant to an interview. Departments are responsible for arranging interviews. The interview panel must be chaired by a member of academic staff independent of the prospective supervisory team, either the Head of Department or their nominee, most commonly the Research Degrees Convener or Professional Doctorate convenor. Normally the prospective supervisors are part of the interview panel, which comprises a minimum of two, and normally three, members in total.

At the interview, the panel will consider the candidate's performance against appropriate criteria, including the following, as the basis for making an offer:

- Does the candidate meet the relevant Research Degree entrance requirements?
- Is the research proposal coherent, feasible and will it contribute to knowledge in the field?
- Does the candidate demonstrate familiarity with the disciplinary field (e.g. awareness of research methodologies)?
- Is the candidate prepared to make an active contribution to the research environment of the Department?
- Will the student be able to afford the necessary time and financial commitments?
- Are the necessary resources in place within the Department for the project (supervisors, facilities etc)?

Following an interview, or a decision not to interview, the department shall communicate the outcome to the Graduate School via the appropriate decision form: approving an offer (RDCom1b), or rejecting the application (RDCom1c). Offers of places at the University may only be made by the Graduate School.

If an offer is to be made, the Head of Department is required to monitor supervisory capacity, and to counter-sign the offer to indicate in principle approval.

For the PhD by Published Works, or also in cases where the normal minimum qualifications for entry are not met, the final decision to approve an offer will be taken by the Chair of the Research Degrees Committee. In other cases, the Head of Department takes this decision and in doing so confirms that the department is able to provide appropriate supervisory support for the applicant.

Transferring from another Institution

In some instances an applicant may wish to transfer their registration from another institution to the University of Roehampton. Following informal discussion with the appropriate academic department, the applicant should submit a *Transfer Application to Register for a Higher Degree by Research* (form RDCOM1d) to the Graduate School. If departments decide to interview (following the same procedures as for new applicants, above), the progress to date of the applicant, and the reasons why they wish to transfer should be carefully examined, including calling for information from the previous supervisor(s) and institution, as well as considering written work such as the research proposal and draft chapter(s). Following interview, if the department wishes to recommend that an offer is made, the final decision will be taken by the Chair of the Research Degrees Committee. Based on information from the department and the applicant's previous institution, the Chair of the Research Degrees Committee will also determine what doctoral milestones will need to be met, and what period of registration the student has already completed. This will form the basis of the calculation of the remaining maximum period of registration and the remaining period of registration required before eligibility for transfer to writing-up status. All transfer students will be required to be registered and to pay fees for at least one academic year.

English Language Requirements for Research Students

For admission to an MPhil/PhD programme, non-native speakers of English are required to demonstrate English Language proficiency to the following levels on one of the following accepted tests: IELTS 7.0 (minimum 6.5 in all categories), Pearson's PTE 67 (minimum 61 in all categories).

Candidates who do not have the required language proficiency, as outlined above, may receive an offer subject to appropriate conditions being met.

Applicants who have completed a degree level qualification or higher in the medium of English in the UK, USA or another country in which English is a primary language may not be required to demonstrate proficiency in the above tests.

Visiting Research Students

See <https://www.roehampton.ac.uk/graduate-school/degrees/>

The Graduate School welcomes applications from PhD students in the UK and abroad, who may wish to spend some time at the University of Roehampton. Applicants should make initial contact with an academic department to discuss their current research project and find a suitable member of academic staff to support their visit, before making an application.

APPENDIX 4: Supervision Monitoring Policy

Along with the rest of the University, the Graduate School is required to ensure that registered Tier 4 Visa students attend and engage regularly with their programme. This section sets out the procedures and process for evidencing this engagement. **The policy and process for recording supervisions, attendance at Upgrade and APR also applies to all PhD students.**

All Tier 4 PGRs should register within 4 weeks of their start date. If a Tier 4 PGR student fails to register in this period, they will be recorded as a 'non-enrolment' and the UKVI will be notified.

All Tier 4 students attend 3 ID checks with the UKVI Compliance Team throughout the year (September/October, January and April).

In addition to the 3 ID checks, proof of a minimum of 7 engagement points (e.g. supervisions) with the research supervisory team will be required per year.

Attendance at RSDP sessions can count as additional engagement points, and the Graduate School maintains these records.

Records to be kept at Department level

Supervisors must ensure they keep a record of supervision sessions, whether one to one, or group sessions, with their Tier 4 visa students. The supervision record should be completed on the University's Attendance Monitoring System (SEAtS) after each supervision meeting so that the Graduate School and UKVI Compliance Team can access these records as evidence in the event of a UKVI institutional audit. The supervision record should be agreed by students and supervisors adding an electronic signature to the meeting record. Guidance on what should be included in the supervision record and in using the SEAtS system can be found here. [SEAtS guidance document](#)

Attendance at Upgrade, APR meetings and any Departmental events can also be used as evidence, but must be properly recorded via SEAtS and signed off.

Tier 4 students who are in their writing up period, preparing for their viva or working on corrections are still expected to have contact with their supervisor to enable the University to meet their UKVI requirements.

These meetings must be recorded on SEAtS. They may take place face to face, by telephone or Skype. E-mail exchanges/discussions do not represent satisfactory engagement points.

Process for recording supervision, attendance at Upgrade and APR/contact points with Tier 4 students on fieldwork outside of the UK (the term supervision used in the following outline covers all of these contact points)

To ensure equity and best practice this policy and process applies to all PhD students going forward.

- Student attends supervision session, Upgrade or APR
- Supervision record is completed by student and supervisory team on SEAtS
- E-signatures used to sign off on the session

Fieldwork outside the UK

It is important that a supervisor reminds their students of the need to contact the UKVI team should they need to leave the UK for any period including for any fieldwork, so that it can be recorded and reported to UKVI. The student should contact the UKVI team at least one month before they are due to leave the UK. Tier 4 Students need to maintain contact with their supervisor during any periods of fieldwork by telephone, e-mail, Skype or a combination. Auditable records must also be kept and added to SEAtS.

If for any reason it is not possible to maintain contact at an appropriate level during a period of study outside the UK, the UKVI Compliance team will notify the UKVI of a withdrawal of sponsorship of their Tier 4 visa and a new CAS will be issued when the student is ready to return to the UK. It is not recommended that Tier 4 students undertake trips where it will not be possible to maintain contact with their supervisory team, as there is always the risk that a new visa application could be rejected when the student is ready to return.

Failure to attend and engage

The following steps should be taken if a Tier 4 student fails to attend scheduled supervision sessions:

- Step 1. Supervisor to contact student within 7 days to request an explanation for missed session and arrange a second session.
- Step 2. Where no response is received within 7 days, Supervisor makes a further attempt to contact the student in writing (by e-mail) explaining that he/she must make contact and attend supervision. Student will also be warned that if they do not respond to this communication they will be at risk of programme termination.
- Step 3. Where no response is received and where there has been no contact for **4 weeks**, the student must be contacted in writing (by email) and advised of the importance attending a meeting. The e-mail should make clear that the Graduate School and UKVI Compliance team have been alerted to their absence from scheduled supervisions. **The Graduate School should be copied into this message to the student.** This will alert the Graduate School to contact the UKVI compliance team. The UKVI Compliance team will contact the student and invite them in for a mandatory meeting seeking a reasonable justification for their lack of attendance.
- Step 4. Where no response is received and the student fails to attend the meeting with the UKVI Compliance Team, the student will be sent a withdrawal of Tier 4 sponsorship e-mail. Student will be given 7 days to provide any additional exceptional evidence to be considered by the UKVI Compliance Manager. If no response is received, student will be programme terminated and reported to UKVI.

Supervisory teams should also monitor the academic progress of Tier 4 students as well as their attendance. Concerns about progress should be raised with the Graduate School

and the Cause for Concern process (Research Degree Regulations 14) initiated if necessary.

Version control

Research Degrees Handbook 1617 Final v1 *as at 20/10/2016*

Research Degrees Handbook 1617 Final v2 *as at 17/05/2017*
Incorporating RSDP equivalence and online training definitions, more info about PGR study spaces, and more info re Research Student Travel Fund

Research Degrees Handbook 1718 Final v1

Research Degrees Handbook 1718 Final v2 *Amendment RDB to RDCom*

Research Degrees Handbook 1819 Final v1 *as at 16/10/18*