



Rose Bruford College of Theatre and Performance

Code of Practice for Research Degrees

Degrees validated by:



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Code of Practice for Research Degrees

SECTION 1 – Introduction

1.1 This Code of Practice sets out guidance on the PhD programme at the College. It is intended to amplify and complement the Research Degree Regulations and programme specifications and provide a framework for supervisory relationships. The Code is part of the regulatory framework for research degrees and therefore it is a requirement that students and staff understand and abide by it. It aims to promote good practice in research degrees and supervision and help ensure that all students have an excellent experience at the College.

1.2 It is essential that a good working relationship is established between the supervisor(s) and the research student, and that responsibilities on both sides are clearly defined and understood. It is intended to cover the different types of research student and to recognise the diversity of experiences, needs, interests and styles.

Introduction to the Research Environment

1.3 The postgraduate research environment at the College should be regarded as both a place of learning as well as research. The environment allows for research students' changing needs and requirements as the programme develops, including providing an adequate amount of academic and, if relevant, practice-based supervision of an appropriate quality. To satisfy these aims, there is a clear commitment to research at the College, as well as a commitment to encouraging the integration of research students into the activity of research intensities, which describe the different research focusses at the College

The Degrees of MPhil and PhD

1.4 At Rose Bruford College, the MPhil is only offered as an exit award. The MPhil and PhD are postgraduate degrees involving a programme of research training and supervision and leading to the production of a thesis or, in the case of research students in creative and/or performance based subject areas, the production of an original work together with additional material (as specified in the regulations). The MPhil and PhD are two separate, distinct awards with the MPhil differing from the PhD in terms of the scope of study required and the extent of the original personal contribution to knowledge.

Academic Integrity and Research Ethics

1.5 It is the research student's responsibility, with appropriate guidance from the supervisory team, to observe due ethical standards in the design, conduct and reporting of the research and follow College requirements and best practice. Typically, all students will be expected to submit their research for ethics review in order to have experienced an ethics review process during doctoral training.

1.6 The College's Research Integrity framework covers all research activity that takes place at the College. The Research Integrity Policy and other related documents can be accessed on the College's Virtual Learning Environment. Research students will receive training in research integrity and ethics to help them to understand both the formal mechanisms for gaining ethical approval for their research and the intellectual debates surrounding research ethics.

1.7 The College's Academic Regulations state that research students are required to complete their work, and where relevant their professional practice, in accordance with College requirements on the conduct of research and academic practice. Information setting out the College's procedures for handling suspected breaches of research integrity by postgraduate research students are available on the College's website.

1.8 The College has adopted Turnitin for all its students and all research students can submit their work to Turnitin at key points of their research degree programme. Final submission of the thesis is made via Turnitin, and the supervisory team is required to sign a Statement on the Originality of Work for PGR Degrees shortly after the submission of the thesis for examination. This form, along with the Turnitin report, will be viewed by examiners prior to the viva exam.

SECTION 2 – Selection and Admission of Research Students

Entry Requirement

2.1 Only appropriately qualified and prepared students will be admitted to the research degrees programme. Applicants must demonstrate that they have the motivation and potential to independently complete a sustained piece of research and to produce a thesis. For doctoral research, students will normally be expected to have a master's qualification or equivalent experience in a relevant subject.

2.2 Applicants are normally expected to have:

- A Master's degree or equivalent in a relevant discipline and/or
- Significant professional/practice experience
- A viable research proposal aligned with staff expertise
- Evidence of capacity for doctoral level study and independent research

2.3 Applicants for PhD by Previous Publication and Practice are additionally required to present, with their application/proposal, a portfolio of significant professional/practice experience. Details on this portfolio can be found on the website.

2.4 To start the process, an applicant will complete a project approval and application form which must be submitted to the College via the College website.

English Language Proficiency

2.5 Students whose first language is not English will also be required to demonstrate an adequate knowledge of English, this will normally be average IELTS score of 7.0 (or equivalent as described in the College's Admissions Policy). Language competency and any support requirements should be documented on the application form.

References

2.6 Two academic references will be sought for all applicants. The references should clearly state why the referee believes the applicant has the capacity and capability to achieve the intended qualification (MPhil or PhD) in a timely manner assuming appropriate support from the College. Wherever possible, references will be sought from academics not associated with the supervision of the student. In exceptional cases where the logical choice for one or both academic references is/are also a member of the proposed supervisory team (e.g., when a student has undertaken all of their prior accredited learning e.g., undergraduate and Masters at the College) then the Research Degrees Committee reserves the right to request a third reference. A professional reference, alongside an academic reference, may be provided as long as it specifically addresses the applicant's capacity and capability to perform at a high academic level over the period of study.

Selection Procedures

2.7 The College admissions policy will determine the procedures to be followed, which will be clear, consistently applied and always demonstrate equality of opportunity.

2.8 Admission decisions should involve at least two members of staff who have received instruction, advice and guidance in respect of selection and admissions procedures.

2.9 All applicants for research degree programmes will be interviewed. The interview will be carried out by a minimum of two appropriately qualified members of staff one of whom should normally be the proposed Primary Supervisor. The interview may be undertaken in person, by telephone or video conference. Staff interviewing students will be trained in equality and diversity policies and interviewing techniques and should be aware of the support available for applicants with disabilities.

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

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

2.12 The College has in place and maintains monitoring arrangements that show compliance with legal requirements, particularly in relation to Equality and Diversity.

2.13 It is recognised there may be occasions when applicants feel they have cause for complaint. In the first instance, applicants should raise their concerns informally with the Research Office. If matters cannot be resolved, applicants should refer to the College's Admissions Policy for information on how to follow this up.

Accepting an Applicant

2.14 Before accepting an applicant, the student must be made aware of the costs of the planned research and the financial support available. The Research Degrees Committee must also satisfy itself that:

the programme has complied with the College's criteria for assessing the applicant's qualifications and preparedness for a research degree;

the programme is within the applicant's capabilities;

- the applicant is able to demonstrate an adequate knowledge of the English language, if their first language is not English (see paragraph 6 above)
- the applicant is capable of sustaining research at this level and completing within the required length of candidature;
- the applicant can be supported by suitable supervisor(s) and adequate facilities within an appropriate research environment (as set out in paragraph 2 above), including any additional support strategies, specialist equipment or assistive technology required by research students with a disability.

Transferring from another institution

2.15 Applications from research students wishing to transfer to the College with or without their supervisor from another institution are subject to the satisfactory provision of the following from the previous institution:

- an official release together with details of the duration of the research student's previous research study;
- a brief progress report approved by an appropriate officer or committee at the previous institution;
- confirmation as to whether the research student has transferred/upgraded from MPhil to PhD or not (if relevant) and/or undertaken their major review; and
- details of that process, if it has taken place.

2.16 Applications relating to research students wishing to transfer to the College independently of their previous supervisor and institution are subject to the satisfactory provision of the information described above and should normally include:

- two academic references relating to recent previous study (required of all postgraduate applicants);
- copies of regular progress reports (preferably annual reports) from the previous institution as far as possible.

2.17 All such applications are subject to confirmation by the Research Degrees Committee that satisfactory arrangements for supervision have been approved, and that appropriate arrangements for financial support for the research student and facilities for the project (including the provision of any additional support strategies, specialist equipment or assistive technology required by research students with a disability) are in place.

2.18 For any research student accepted for transfer, there would normally be a minimum of 12 months between the date of transfer and submission of the thesis even if the research student has already transferred/upgraded from MPhil to PhD at their previous institution.

2.19 Decisions on applications for transfer to the College are made by the Research Degrees Committee.

Formal Offer Letter

2.20 The formal offer letter, which may form the basis of the contract between the research student and the institution, will define and communicate clearly the terms and conditions relating to the offer and its acceptance, including any known specified requirements of any sponsor, together with the research student's entitlements and responsibilities.

SECTION 3 – Registration And Research Training

Registration of Research Students

3.1 Research students are expected to enrol promptly each academic year according to the procedures set out by the College. This will normally be through the College's online registration process or as otherwise directed by the Research Office/Programme Administration Team. Students who have not completed required administrative processes may not be permitted to re-register until those processes have been satisfactorily completed.

Research student Information and Induction

3.2 The College will provide research students with sufficient and timely information to enable them to begin their studies with an understanding of the academic and social environment within which they will be working. Guidelines on information that may usefully be provided are given in the Postgraduate Research Student Handbook. The timing and frequency of inductions will also take account of part-time and international research students. Appropriate information regarding special arrangements or facilities will be made available to research students with a disability. This should normally have been discussed and agreed individually with the research student prior to the commencement of their studies in collaboration with Student Life.

Research Training and Transferable Skills Training

3.3 The College will provide research students with a suitable programme of research skills and transferable skills training which recognises differing needs arising from research student diversity. A range of mechanisms, sufficiently flexible to address individual needs, will be available to support research students' learning. The training programmes will support students' research, comply with any Research Council or funders' requirements where appropriate, and help research students to prepare themselves for their subsequent career. Training will normally be provided in-house although there may also be access to external training programmes where appropriate.

Academic Needs Analysis

3.4 Research students' personal and professional developmental needs should be assessed on entry to a research degree programme by means of an academic needs analysis. This should cover:

- the facilities required to undertake their research (for example, any specialist software packages or high specification computer, appropriate space to work);
- whether they have subject-specific gaps in their knowledge base and how these might be filled (for example, by attending classes at Masters level);
- whether they need to learn a language and/or require English language support during their studies;
- a self-assessment of their personal, professional and research skills as set out in the Vitae Researcher Development Framework and found in the Postgraduate Research Students Handbook.

3.5 Training needs should be re-assessed by the student and supervisor on an annual basis. Progress should be monitored and research students are required to maintain a record of personal achievement in their acquisition of knowledge of subject specific, personal, professional and research skills.

3.6 The Research Degrees Committee supported by the Research Office will maintain an oversight of the suitability of research training.

Research Skills Training - Discipline-Specific and Generic

3.7 The College will provide a training programme which will be a mix of discipline-specific and generic training and will clarify to students which courses are a requirement for students to attend. The training will conform to the best practice recommended by the relevant Research Council.

3.8 The Training programme will:

- ensure that research students develop so as to become increasingly aware of their own training needs, both discipline-specific and generic;
- enable research students to choose between a range of different approaches to their research study;
- achieve a balance between subject-specific and more general material which might relate to future employment needs;
- encompass the basic principles of research design and strategy including techniques (e.g., bibliographic, practice research, etc.) for use in the research study;
- include opportunities for the presentation of research, both oral and written;
- provide access to relevant seminar programmes and learned conferences within and beyond the institution (where resources and opportunities permit);
- where appropriate, utilise the diverse cultural, social and educational backgrounds of research students in order to enrich the learning experience of all research students.

Transferable Skills Training

3.9 The College will ensure that research students have access to suitable in-house or external training in transferable skills as appropriate.

3.10 Training programmes should enable research students:

- to develop good oral and written communications skills enabling them to articulate ideas clearly to a range of audiences;

- to use information technology appropriately for database management, recording and presenting material, etc.;
- to apply effective project management skills including realistic goal-setting and the prioritisation of activities;
- to appreciate the factors which contribute to the success of formal and informal teams;
- to provide effective support to others when involved in teaching, mentoring or demonstrating activities;
- to take ownership of their own career progression.

SECTION 4 - The Research Degree

Mode of study

4.1 Students on the standard PhD programme may study full or part-time. Students registering for the PhD by previous publication and practice will be registered part time. Research students should satisfy the College that they can commit sufficient time to the project to sustain satisfactory progress.

Duration of studies

4.2 The standard expected length of the programme (excluding writing up and submission) is as follows:

MPhil

Full-time research students: 24 months

Part-time research students: 48 months

PhD

Full-time research students: 36 months

Part-time research students: 72 months

PhD by previous Publication and Practice.

Part-time research students: 24 months

4.3 For further information on the minimum and maximum permitted periods of study, please refer to the College academic regulations.

Interruptions of study

4.4 Students may request interruptions of study when required. These will need to be made to the Research Degrees Committee and will be accompanied by a written justification and supported by the supervisory team. In general, interruptions are allowed in extenuating circumstances (e.g., illness, family crisis or exceptional or unforeseeable problems beyond the research student's control). It is normally possible to apply to interrupt for up to 12 months at any time, and not for more than three years in total, or two years consecutively, throughout a programme. If a student holds a visa to study, they must consider the potential implications of applying for an intermission on their visa.

4.5 Students should contact the Research Office in the first instance for additional information (authorised absence) for Visa Sponsored Students. In the case of Research Council or sponsor-funded research students, due regard should be given to Research Council or sponsor rules governing suspension/intermission. Research students on a period of interruption will not receive supervision and normally should not have access to services. Extensions of programme

Student Progress

4.6 Student are required to make adequate progress and this will be formally monitored on an annual basis. The Research Office may also at any time review the progress of an individual research student, including requesting relevant documentation. If progress is unsatisfactory and after due warning, there is insufficient improvement, the Chair of the Research Degrees Committee may instigate the procedures laid out in Appendix 4 of the Regulations (Research Degrees Procedures for Circumstances that may lead to Withdrawal or Termination).

4.7 Students are required to undertake and pass a major review at or after one-year full time or pro rata part time. This will confirm that they are undertaking research of doctoral standard and are on course to complete within the timescales set out.

Holidays and Absence due to Ill Health

Holidays

4.8 Full-time research students may take up to eight weeks holiday for each year of their studies including public holidays and College closure days. For part-time research students this is applicable on a pro-rata basis. Research students should seek the prior agreement of their supervisory team (in practice this will normally be the Primary Supervisor) regarding the timing of holidays. Holidays should not normally be taken during the academic term. International research students on a relevant visa should refer to the International Student Advisory Service or to our website under International Students/ Visas and Immigration.

Absence due to Ill Health

4.9 For periods of illness longer than five days, and for research students in receipt of a medical certificate confirming that they are unable to pursue their studies for medical reasons, research students must discuss the impact of the illness on their studies with their Primary supervisor (see the [College's Student Attendance and Engagement Policy](#) . This also applies to part-time research students on a pro-rata basis. Funded research students should check the terms of their studentship with regard to advising the funder of any absence due to illness and the provision of a medical certificate. It is good practice for research students to keep their Primary Supervisor advised of any short periods of illness, particularly if these are frequent, so that any potential impact on progress can be identified and any additional support provided if thought necessary.

Progress Monitoring

4.10 The College has in place clearly defined mechanisms for monitoring and supporting research student progress.

4.11 Supervisory teams and research students should establish a mutually agreed series of meetings, both formal and informal, to discuss progress and any problems arising.

4.12 The College has put in place clear mechanisms for feeding back to the research student information on progress and on actions that are taken in response to any problems encountered.

4.13 When reviewing progress, supervisors should routinely assess whether the support needs of their research students are being effectively met. The outcomes of supervisory meetings and any training or development activities undertaken by the student shall be recorded in the Personal Progress Log which will be considered in the Annual Review along with annual Progress Reports and upon the submission of the thesis for examination.

4.14 The Research Office will provide guidance on keeping appropriate records of the outcomes of meetings and related activities to research students and supervisors. The research student and supervisor(s) must submit a written report after each supervision which will be used to monitor the research student's progress and to identify any academic needs and any general issues arising. The report by the research student should summarise progress made since the last report, if applicable. The report by the supervisor(s) should include a statement on the likelihood of the research student completing the thesis within the required time limit. Any particular problems encountered by the research student (e.g., access to resources or facilities or other additional disability-related or language support requirements) should be indicated in this report and appropriate action taken. The report should also indicate whether any additional support requirements or facilities already being provided for a particular research student are continuing to meet that student's needs or if any adjustments for the coming period are required.

4.15 The College will ensure that the following are clear to research students and supervisors from the beginning of the programme:

- the implications of the possible outcomes of the review meetings;
- the criteria to be used for making decisions about the extension, suspension or termination of a research student's registration;
- the circumstances in which research student appeal mechanisms may be used.

Unsatisfactory Progress

4.16 It is the responsibility of the Primary Supervisor to inform the research student of unsatisfactory progress as soon as this becomes apparent. Unsatisfactory progress may include a lack of engagement with the project, repeated failure to meet agreed milestones or attend scheduled meetings, to maintain accepted professional standards, or to engage in appropriate/required training and personal development activities. Formal procedures to consider unsatisfactory progress are provided in Appendix 4 of the Regulations.

4.17 If discussion between the research student and appropriate members of the supervisory team fails to resolve the issue, the Chair of the Research Degrees Committee may instigate the procedures laid out in Appendix 4 of the Regulations (Research Degree Candidature: Procedures for Circumstances that may lead to Withdrawal or Termination). The research student may appeal against the decision by using the procedure set out in the College Academic Regulations.

Major Review

4.18 All research students register on the programme of their intended award. Students are required to undertake a major review; for full-time students this will typically be in the second year of their programme, and for part-time students will typically be in the third or fourth year of their programme.

Major Review Panel constitution and operation

4.19 The recommendation on the outcome of the major review will be made by a panel constituted for the purpose. The panel will consist of the full supervisory team and a member of academic staff who has had no direct involvement in the research and who will act as an independent 'assessor'. In exceptional circumstances, the Chair of the Research Degrees Committee may approve an independent assessor who is external to the College.

4.20 The Major review meeting combines the normal annual review with a substantive review of progress against the criteria outlined below. In addition to the preliminary annual progress report the student will submit to the Primary Supervisor a portfolio of academic work (e.g., draft chapters of thesis). The preliminary annual progress report and portfolio of work should be submitted together at least two weeks ahead of the meeting.

4.21 The agenda for the meeting will include:

- Assessment of the portfolio of work (led by independent assessor, discussion with all panel members)

The remainder of the agenda is led by Primary Supervisor, where the assessor may offer comments for consideration by the panel and student. The Major Review is intended to:

- Provide an opportunity for the student to raise any issues about their research experience;
- Provide feedback to the research student on their research, personal development and performance;
- Set clear goals for the ongoing year's study;
- Support supervisors and students to maintain and develop a dynamic research community.

Criteria for pass of Major Review

4.22 To pass the Major Review, the following criteria must be met:

- the research student must have demonstrated the ability to manage the research project, to become proficient in the special field of research involved, and to achieve success at PhD level given adequate motivation and perseverance;
- the project being undertaken is of sufficient scope, originality and theoretical interest to constitute a genuine contribution to the subject in the form of the understanding of a problem, the advancement of knowledge or the generation of new ideas.

Supporting Evidence

4.23 The Major review panel making the recommendation must have reviewed a sufficient body of written work in order to make a judgement on the criteria. This body of work should include:

- an overview of the research problem and rationale for the project;
- a substantial literature review;
- well-developed plans for data collection and analysis and/or practice as research equivalents.

4.24 The student should normally be in a position to present a dossier of about 15,000-20,000 words which would typically include draft chapters, supplemented by plans, appendices, bibliography, publications, conference papers, etc. Alternatively, it can be a shorter dossier accompanied by practice research.

The Recommendation

4.25 A recommendation from the Major review panel must be made to the Research Degrees Committee which is charged with responsibility for its approval. The recommendation should be supported by all members of the major review panel or committee. If the recommendation is not to pass the major review, the research student must be given a written report giving a statement of the reasons, guidance regarding any ways in which they might reach the required standard, and a date for a second major review meeting (if required) when the recommendation might be reviewed. If the student should fail the major review at the second attempt they will either be transferred to the MPhil programme or have their registration terminated. The research student may appeal against the decision by using the procedure set out in the College Academic Regulations.

4.26 Research students who have been successful in passing their major review should receive written feedback on the review process highlighting, where appropriate, areas of particular strength as well as any potential areas of concern or development.

4.27 Transfer from PhD to MPhil may be permitted at any time prior to the submission of the thesis.

Arrangements for Research Students based at a Distance

4.28 Where a research student is based at a distance from the College, arrangements will be put in place to ensure an equivalent experience to locally-based research students and that the student and supervisor are able to meet the responsibilities outlined above. Such arrangements will include:

- a specified number of meetings with members of the supervisory team as appropriate which may be undertaken by email, videoconferencing and other means of communication;
- access to appropriate training and personal development activities by means of existing training opportunities or, alternatively, equivalent training which may include web-based training or other distance means;
- opportunities to network and interact with staff and fellow research students, either face-to-face or through a virtual environment.

4.29 Arrangements will be agreed on an individual basis for each research student, and should be approved by the Research Degrees Committee, and kept under review as part of the annual review process. Students will normally be required to attend in person at induction and on an annual basis.

SECTION 5 - Supervision

5.1 Research students have a supervisory team consisting of at least two members, one of whom will be the Primary Supervisor. The Primary Supervisor will typically be an academic member of College staff. The co- or second supervisor should be a member of College staff, or should be appointed by the College as an external supervisor for the duration of the programme with written confirmation and agreement of the requirements and expectations of the role of supervisor. All appointments to the supervisory team are approved by the Research Degrees Committee.

5.2 The supervisory team is chosen to provide adequate academic expertise. Where a research student's project requires further expertise, an additional supervisor may be appointed to provide the required specialist advice. This additional supervisor may be external to the College.

Responsibilities of the Supervisory Team

5.3 The College is responsible for ensuring the appointment of an appropriate supervisory team and for ensuring that individual members of the supervisory team are fully aware of their role and responsibilities, the scope of which includes the following:

Responsibilities at the outset of supervision

5.4 Supervisors have the following responsibilities:

To meet with the research student to identify the initial objectives of the research.

To confirm any requirements of the research student's sponsor, if applicable.

To assist the research student in an academic needs analysis with respect to research skills (discipline-specific and generic) and transferable skills, identifying sources of provision within the College or externally, and a timescale for undertaking training.

To ensure that the research student has access to information about events organised for, or open to, research students across the College.

For research students whose first language is not English, to advise on additional English language support if appropriate (for example, some research students may experience difficulties with technical language).

If the research student has disclosed a disability, to identify ways in which they may be supported in their studies with help and advice as required by Student Life. This service encompasses a wide variety of support for research students who have disabilities, mental health issues or specific learning difficulties. Research students will also be asked about the impact, if any, of research activity on their disability.

To explain the roles of the members of the supervisory team and to discuss and agree the pattern and frequency of contact between members of the supervisory team; (for example, international research students may benefit from a higher frequency of meetings during the first year, or, for research students with a disability or illness, the effects of medication may need to be taken into account).

To clarify arrangements for progress monitoring ensuring that the research student is fully conversant with the College procedures from the outset.

To ensure that the research student is cognisant of Intellectual Property (IP) issues that may be/become associated with the project and is aware of their responsibilities in relation to research ethics, governance and IP.

To make the responsibilities as detailed in relevant paragraph below (Responsibilities of the Research Student) clear to the research student.

Ongoing supervision responsibilities

5.5 Supervisors have the following ongoing responsibilities:

To maintain regular contact with the research student in accordance with arrangements established at the outset and in line with College policy. The frequency of meetings will depend upon the stage and nature of the research and the needs of the research student, but it is anticipated that for full-time research students these should be at least once a month, and more frequently at the start of the programme. This could include both face-to-face and on-line meetings (see also relevant paragraphs below).

To be accessible at other reasonable times when advice is needed, keeping in mind the needs of the individual research student.

To provide advice and guidance as necessary on the planning and development of the research programme and standard of work expected, recognising that some research students may require additional support. Such advice and guidance will include reference to literature and sources, research methods and techniques, academic integrity including avoidance of plagiarism, research ethics and governance, issues of copyright, intellectual property, and health and safety.

To ensure that the College's Diversity, Equity and Inclusion ethos is taken into account in all aspects of the research student's experience, and to be sensitive to the different needs of individual research students.

To ensure that the research student conforms to the College's policies, including but not limited to: research integrity and ethics, governance, student code of conduct, and Intellectual Property regulations and policies.

To monitor the research student's progress (requiring written work as appropriate), providing reports to the Research Office and Research Degrees Committee as required, and giving constructive and timely feedback which is accessible and useful to the research student.

Where progress is unsatisfactory, or the standard of work unacceptable, to ensure that the research student is made aware of this and that steps are taken to develop a constructive plan for improvement.

To set target dates for successive stages of the work in order to encourage timely submission of the thesis (considering any additional disability-related needs or language support arrangements required by the research student).

To ensure that the research student is aware of other sources of advice at the College including safety legislation, freedom of speech and academic freedom, intellectual property and careers guidance.

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

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

To liaise with external bodies as appropriate and make arrangements with any external supervisors.

To keep the research student informed of events organised for, or open to, research students by the discipline/Department/Institute/College encouraging them to participate as appropriate.

To arrange, as appropriate, for the research student to present work to staff or peers at seminars or conferences; to arrange mentoring for publishing and grant writing as appropriate; to encourage publication of work as appropriate; and to act as a link between the research student and the wider academic community.

To participate in appropriate staff development activities to ensure competence in, and bring enhancement to, all aspects of the supervisory role.

Upon return from any interruption exceeding nine consecutive months, or upon the student exceeding eighteen months interruption in total since starting their programme, the Primary Supervisor will interview the student to review and discuss overall progress to date, the currency of the research project and the expected end date of completion.

Responsibilities in the later stage of supervision

5.6 Supervisors have the following responsibilities at the later stage of the programme:

To ensure that, where a research student is unable to submit a thesis within the required time, a timely and reasoned application for extension of candidature is made in line with College policy.

To ensure arrangements are made for examination of the research student including the nomination of examiners in accordance with College policy.

To ensure appropriate examination arrangements are made for research students with a disability.

To ensure that the research student is adequately prepared for the oral examination, arranging a practice viva voce if required.

Supervisor experience and training

5.7 At least one member of the supervisory team will have prior experience of supervision which has resulted in a successful doctorate. For new supervisors, experience will be gained through working closely with an experienced supervisor and may include a recognised mentorship arrangement. Supervisors are active researchers in the appropriate discipline and normally themselves have a PhD or equivalent substantial research experience, experience of publication, and expertise in the area of the student's research. Staff registered for a higher degree should not be appointed as Primary Supervisor.

5.8 The College may appoint other members of academic staff, or academic members of staff on probation, and Research Fellows, but they will not act as the Primary Supervisor.

5.9 New supervisors receive appropriate training. This will include training in diversity and cultural matters. Experienced supervisors will also receive regular refresher training.

Absence of a Supervisor

5.10 If one of the supervisors is likely to be absent for a substantial period, normally one month or more, the supervisory team, in consultation with the research student and the Research Office, will consider the addition of a temporary supervisor.

Change of Supervisors

5.11 A request for change of supervisor can come from a member of the supervisory team or from the research student. Consultation between all parties should occur at an early stage and the student may also discuss this with the Research Office and Academic Programme Director.

5.12 Changes to the Primary Supervisor and/or the supervisory team will be approved by the Research Degrees Committee. Records should be updated to record the reason for any change. Suitable handover arrangements should be made, normally via a handover process involving the outgoing supervisor and the incoming supervisor. After the handover process, the new supervisory relationship should be monitored by the Primary Supervisor.

Responsibilities of the Research Student

5.13 The ultimate responsibility for the thesis lies with the research student and it is therefore essential that they participate fully in planning the research project, considering advice and discussing the work with the Primary Supervisor or supervisory team. Particular responsibilities of the research student will include:

- showing commitment to the research project and programme of studies;
- discussing with one or more members of the supervisory team the type of guidance and commitment found to be most helpful, agreeing and adhering to a schedule of meetings, and the importance of preparation for these;
- agreeing with one or more members of the supervisory team the amount of time to be devoted to the research and the timing and duration of any holiday periods (see Paragraph 61 below);
- analysing, with assistance from one or more members of the supervisory team, any initial or ongoing training needs with respect to research and generic/transferable skills, and

participating in appropriate training activities as advised by one or more members of the supervisory team in order to meet these needs;

- maintaining good progress in accordance with the research plan agreed with one or more members of the supervisory team, including submission of written material in sufficient time to allow for comment and discussion before proceeding to the next stage;
- providing regular statements on progress to the Research Office as part of the annual monitoring and review procedures
- ensuring that any research data is stored securely according to College requirements.
- taking the initiative in raising problems or difficulties however trivial they may seem (this is a recognised aspect of the relationship between a research student and the supervisory team). Where difficulties are perceived (by the research student) to stem from inadequate supervision, this should be raised with the Research Office as appropriate;
- where applicable, discussing with one or more members of the supervisory team any changes in learning support needs which may arise during the period of study;
- attending conferences and participating in staff and research student seminars, presenting work where appropriate and as guided by the supervisory team;
- being aware of the diverse cultural, social and educational backgrounds of fellow research students, recognising the actual and potential benefits brought to the learning experience;
- preparing papers for publication or presentation at conferences, as guided by the supervisory team;
- abiding by the institutional safety policy, observing safe working practices at all times, and following procedures prescribed by the supervisor;
- deciding when the thesis is to be submitted after taking due account of advice from one or more members of the supervisory team as appropriate;
- submitting the final thesis according to College requirements.

5.14 In addition, it is the responsibility of the research student to conform to College policies, including but not limited to the College's Intellectual Property Policy, and the College's Research Integrity Policy and framework, consulting as appropriate with a relevant member of the supervisory team. All College policies can be found on the College [website](#).

SECTION 6 – Writing Up and Submission

Transfer to Writing up Registration

6.1 An MPhil or PhD research student may be allowed to transfer to writing up registration when the Primary Supervisor can confirm that the research is substantially complete and the thesis is being written up. The Research Office will confirm the minimum period of candidature has been completed and that major review has taken place (in the case of a PhD research student). Normally the supervisor(s) will be able to predict the likely completion date before agreeing to transfer the research student to writing up registration. Applications to transfer to writing up registration must be submitted to the Research Office.

6.2 A research student may remain in nominal registration for up to one year initially at which point the position should be reviewed by the Research Office in liaison with the supervisory team. After a number of months in nominal registration a fee becomes payable; for FT students this is after six months, and for PT students this is after twelve months.

6.3 Time spent on writing up registration will count towards the total period of registration. A research student returning from interruption may not transfer to writing up registration until at least two months after their return.

Production and Submission of the Thesis

The Thesis

6.4 The thesis (or equivalent for creative and/or performance-based disciplines) is the outcome of the research project and the training programme. It must be composed clearly and presented in the required format. The subject should be dealt with in an orderly manner using appropriate research methods and techniques and displaying critical discrimination in evaluating the evidence.

6.5 The requirements for the production of the thesis for submission laid down in the document Completion of Research Degree programme. Attention is also drawn to the following:

Decision to Submit

6.6 The final decision on the content of the dissertation and when to submit it rests with the student. The research student should take note of supervision advice but this advice should not be taken as an indication that the final thesis will fulfil the requirements of the examiners. A supervisor must inform the Research Office in writing if the research student submits without their agreement. This information will not be made known to the examiners but may be referred to in any subsequent discussions about the outcome of the examination, particularly where failure leads to an appeal.

SECTION 7 – Miscellaneous

Facilities and Equipment

7.1 Appropriate facilities and equipment to support students' research will be made available and explained in a clear statement to research students. These facilities will include as a minimum:

- access to appropriate space to work, as indicated by the research student's academic needs analysis and by College policy;
- appropriate office space.
- appropriate access to communication and photocopying facilities;
- opportunities to meet and network with other research students and researchers;
- appropriate library and other academic support services;
- opportunity to apply for funds to support training opportunities and for attendance at conferences and other relevant events.

7.2 Advice should be sought from the relevant services regarding accessing any specialist equipment or assistive technology for research students who may need such support.

Feedback Mechanisms

7.3 A student-led research student forum will meet regularly and will also have a standing item on the Research Degrees Committee where they will be able to raise any matters of concern and suggestions for improvement. The cohort will also have a representative on the Research Degrees Committee and the Research Committee.

7.4 The College has put in place mechanisms to collect, review and respond to feedback from research students, supervisors, examiners, external parties and others concerned with postgraduate research programmes. Separate arrangements are in place for obtaining individual and collective feedback and, when appropriate, for publishing the results of collective feedback and actions taken.

7.5 Timescales for the feedback and review cycle will be clearly specified and should occur at least annually, using mechanisms that allow for comparison and consistency across feedback and review cycles. The College strongly encourages research students to participate in appropriate national surveys, requesting research student feedback. The Research Office will collect, review and, where appropriate, respond to research student feedback on their training activities. Wherever possible feedback should be gathered and processed anonymously, unless the research student's permission is otherwise given.

7.6 The College will monitor submission and completion rates for both full-time and part-time research students, and report on these in the annual quality monitoring cycle. This will ensure that any systemic issues affecting completion are reviewed and monitored.

Teaching Duties

7.7 Having completed and/or engaged with appropriate training, research students may, wherever possible, be offered the opportunity to undertake teaching duties, provided this does not encroach on their studies. The College will ensure that such activities, including preparation for marking, do not make excessive demands on the research student's time.

7.8 The College will run a Teacher Training event for those PhD students interested in teaching at the College or elsewhere. This will be an introduction to classroom teaching with topics such as Safeguarding, Syllabus Creation, Research-Informed Teaching, Classroom Planning, Assessment.

Publications

7.9 Where appropriate, research students will be encouraged by their supervisor(s) to produce articles and papers for publication (or practice as research equivalents) during candidature. This work should not take precedence over the writing of the thesis and supervisors should give advice about an appropriate balance.

Health and Safety

7.10 It is the supervisory team's responsibility to advise the research student on safety procedures to ensure they abide by the College's Health and Safety policies, comply with safe working practices at all times and follow those procedures prescribed by the supervisor(s).

Equal Opportunities

7.11 It is the supervisory team's responsibility to ensure that the College's policies on Diversity, Equality and Inclusion are taken into account in all aspects of the research student's experience as a research student.

SECTION 8 – Complaints And Appeals

Raising issues and concerns

8.1 If, during the period of study, the research student feels that the research project is not proceeding satisfactorily for reasons outside their control, or that an effective working relationship with a supervisor is not being established or maintained, they should first consult another member of the supervisory team. Student Life Services are also available as a source of pastoral support for such matters. If such discussions do not improve matters, research students should refer to the College's Academic Regulations for information on making a complaint. The Regulations explain in detail the procedure for submitting a complaint, as well as providing information about using mediation as an alternative informal method of dispute resolution. Research students can obtain free, independent and confidential advice about submitting a complaint at complaintsandappeals@bruford.ac.uk

Appeals Procedures

8.2 Following a decision made by a relevant body, the research student may appeal if they can produce evidence of one or more of the grounds outlined within the College's Academic Regulations. Research students are advised to consult with the Academic Quality team at complaintsandappeals@bruford.ac.uk

Version No.	1.0
Document Owner (Job title)	Head of Research and Post Graduate Provision
Approved by (committee or relevant body)	Rose Bruford College Academic Board – 17.09.2026 University of Chichester Academic Board - 17.06.2026 and conditions of approval comments incorporated 04.09.2026
Approval date	17.09.2026
Next review date	01.09.2027
Consultation	
Summary of key changes	
Equality Impact Assessment	