



UNIVERSITY
of
GREENWICH

Research Student's and Supervisor's Handbook

2011 – 2012

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Introduction

Research degrees are going through one of the greatest evolutionary changes in a generation. The completion of a research project with a thesis and oral viva voce examination remains key to the successful completion of a research programme, whether at the Masters or Doctoral level. However, the development of wider research skills and knowledge is of significantly increased importance – It is now about providing a broader-based research training rather than training in just one specific topic. As such, Section A gives an overview of the research student experience that exists today.

Sections B gives an overview of the Academic Regulations for Research Awards and a commentary on proposed changes that are likely to occur during the current academic session. The role of Quality Assurance, which is highlighted in the Academic Regulations, is largely driven by the student's and supervisor's interactions with the university's Research Degrees Committee. These interactions are facilitated through the completion of Research Degree Administration forms, i.e. RDA forms, and these are detailed in Section C.

The previously mentioned changes in the make-up of a modern research degree are typified by the recently introduced "Researcher Development Framework" (RDF), which has been developed by Vitae. Importantly, this framework has achieved recognition and support from both Research Councils UK, and critically, the Quality Assurance Agency for Higher Education. In addition, while the RDF's predecessor, the Research Councils Joint Skills Statement only applied to research students, the new RDF applies to everyone involved in research, whether Deputy Vice Chancellor, leading professor, principal investigator or postgraduate research student. And so, supervisors.... it is as important for you, as well as your student, to take note of Section D relating to training and development, because it applies to you too. Section D covers mandatory face to face and online training and development requirements for both students and supervisors and the completion of the Research Student Logbook and Professional Development Portfolio.

The university is committed to upholding the highest standards of research integrity and research ethics and it expects both students and supervisors to be aware of the expectations placed upon them and these are dealt with in Sections E and F respectively. These are evolving fields and it is essential that students and supervisors alike keep up to date. Research that may have been considered ethical ten years ago may not today. Remember any research involving interactions with humans, that are either invasive (physical contact, blood samples, etc) or intrusive (questionnaires, focus groups, interviews, etc.) is likely to require formal ethical approval.

Section G looks at the construction and presentation of the student's thesis. This section provides valuable information on the layout of the thesis, right through to its final binding. Please note it is important that students comply with these requirements. If a thesis is presented that does not meet these requirements it is likely to be returned, thereby delaying the approval of the final award.

We hope that students have a positive and rewarding time during their period of study. For a small number there may be times when things go wrong, for example, the breakdown of the relationship between a supervisor and a student. The Complaints and Appeals procedures in Section H outline how a student can take steps to resolve concerns and issues at an early stage.

Whether a research student or a supervisor, by taking on these respective roles, you have agreed to accept a number of important responsibilities and these are discussed in detail in Section I. This section aims to ensure you have a good understanding of what is required from you. Section I, importantly, outlines what the university expects in terms of good supervisory practice, from recruitment, selection and admission right through to the student's completion. This section is **essential** reading for all supervisors and others involved in the management of research degrees. In addition to the responsibilities of the student and supervisor, the Dean of School or Director of Institute is ultimately responsible for providing the appropriate learning environment for the student to carry out their research. During a research student's period of directed study, reasonable access to computing, printing, library, photocopying, telephones and, where appropriate, laboratories etc., must be provided. Each school/institute also has a Director of Research who is responsible for managing research degrees, and some schools and institutes also have a Postgraduate Tutor/Director of Doctoral Studies to support both the student and the supervisor(s) for the duration of the research programme.

The university prides itself on offering high quality research programmes to a diverse student population, whether full-time or part-time, whether campus-based or through distance learning. This last category provides significant challenges in ensuring a high quality student experience and the procedure at Section J details the steps schools and institutes must take to ensure that a distance learning student has appropriate supervisory support and facilities that are required to undertake their research effectively.

From time to time, students who started their research at another institution may request that they transfer to the University of Greenwich to complete their studies. This may be because their supervisor has changed employment, or because their previous institute is no longer able to provide appropriate supervision. In these circumstances the university needs to assure itself that the transfer is in the best interests of the student and the university. Section K details the procedure that should to be followed by both the student and their proposed supervisor.

As previously mentioned, the university has a diverse student population and this is also reflected in the wide range of funding mechanisms. Section L gives a general overview of student finances, whereas Section M gives specific information to students in receipt of a bursary (stipend).

Section N provides a brief overview of the services and resources available from the university's Information and Library Services. Students should appreciate that with the university being located close to the heart of London and the range of shared library access agreements available, students have one of the highest concentrations of academic library resources available anywhere in the world, and should be prepared to take advantage of them.

Section O outlines the university's commitment to equality of opportunity, whether in terms of race, sex, age, disability, etc. The university prides itself on the diversity of its student populations and requires all students and staff to actively avoid discrimination as detailed in the policy. Section P develops this theme further detailing some of the resources available to students with Dyslexia and other disabilities.

While both student and supervisor will be focused on the completion of the research programme and the associated development courses, it is important to remember that there is life after the research project has been completed. Section Q encourages students to start thinking about their career and/or life choices once the research project has ended. Support for students and recent alumni is available from the Guidance and Employability Team (GET) based at each Student Centre.

Finally the Postgraduate Research Office (PGRO), which is based at the Medway Campus but covers all campuses, will be happy to provide support, guidance and advice with regard to the university's research degree programmes. Contact points are:

E-mail: postgraduateresearch@gre.ac.uk

For admissions, advice on the Academic Technology Approval Scheme (ATAS), training & development, web-based information and informal complaints please contact 01634 883870 (extension (4)3870*).

For matters relating to progression and the Research Degrees Committee the Secretary of the Research Degrees Committee can be contacted on 01634 883030 (extension (4)3030*).

The Examinations Officer, who is responsible for managing the final *viva voce*/oral examination process, can be contacted on 020 8331 9254 (extension 9254).

** During the 2011/12 academic session it is planned to change Medway extension numbers from five digit to four digit numbers by dropping the prefix 4 from the number.*

Section A - The Research Student Experience

While most students have experienced being an undergraduate – albeit many years ago in some cases – the experience of being a research student is very different. Now notes cannot be borrowed from fellow students on the course, as there is no-one else doing the same thing as you. This can feel liberating at times, but at other times can feel a little lonely. This section is not aimed at providing counselling for those times, but hopefully will let students know about the practical things they can do to adapt to their new situation. Unless the student is already a member of staff at the university, they will sometimes find themselves ‘in limbo’ – neither quite a member of staff, nor just an undergraduate or Master’s student. Research students should use this to their advantage; they can get many of the advantages of being a member of staff, along with all the benefits of being a student. This rough guide to life as a research student points out the times when each status is preferable.

Firstly, when the research student arrives at the university, they need to register as a student and, where appropriate, pay their fees. Without registering as a student, the student cannot access the library, IT facilities or Students’ Union membership. If a student experiences a problem registering, they should contact the Postgraduate Research Office on telephone extension 43870 for guidance and advice. When the research student receives their ID card, they should make sure it states ‘RESEARCH’, rather than ‘STUDENT’. The ID card is not only the student’s identity card but also their library card. While talking of libraries; please remember that Greenwich is situated by one of, if not the greatest concentration of academic libraries in the world, and through schemes such as SCONUL Access and the M25 consortium you will be able to access many of the collections at other university libraries and the British Library.

Research students are entitled to free photocopying and should therefore ask the librarian for the appropriate photocopying card or key code. (Please note there is a programme to upgrade scanning and photocopying equipment during 2011/2012). Research students should also be given a photocopying card or key code for use with school/institute photocopier(s).

All postgraduates are eligible to be members of the Students’ Union, and while some aspects of this may not seem relevant, the Union is there to represent ALL students, not just undergraduates, and all students are entitled to vote in elections and at the AGM. Apart from that, the NUS card gives good discounts in many shops, cinemas, theatres, museums, etc., and it is free. Research students are also entitled to use facilities such as the careers service and the counselling service free of charge.

International research students also have access to the International Student Adviser Service (ISIS) for particular problems they might face, such as the ever more complex and rapidly changing immigration rules. It is essential that research students on a Tier 4 CAS (Confirmation of Acceptance for Study) visa that may need to renew their visa, should start the process early (at least three to four months before the visa is due to expire). This is particularly so if your research is covered by the Academic Technology Approval Scheme (ATAS) as this process can take many weeks and is a pre-requisite for obtaining a CAS and a new visa. Also, do not assume the immigration rules will be the same as for previous programme or visa. It is currently not uncommon for the immigration rules to change three or four times in one year. International students on a Tier 4 CAS visa must also remember

to tell the UKBA of any changes in their circumstances and formally record their attendance at the university monthly. Failure to do so could have serious consequences, including being withdrawn from your programme of study and deportation.

Schools/institutes differ as to their policy on whether research students should be put on staff or student e-mail distribution lists. University policy states that they should be classed as staff in this instance, but if a school/institute gives a good reason as to why they do not want research students on the staff list, then the student should ask the school/institute's postgraduate tutor, or equivalent, to forward any information that might be of interest. In any event, it is the student's responsibility to monitor their university e-mail account. This is how the university will communicate with you about such issues as training and development opportunities or changes in immigration procedures. If a student prefers to use a personal e-mail account, which many do, then it is their responsibility to ensure message forwarding is set-up.

While this handbook provides useful guidance for both students and supervisors, it is a simple fact that the Student/Supervisor relationship is key to ensuring the successful completion of a research degree. For most students, and indeed supervisors, the relationship will, at times, have its "challenges", but overall, it will be a positive and rewarding experience for both sides. It is, however, inevitable that at times there may be a research student who is unhappy with their supervision or vice-versa. In the first instance we would expect the student and supervisor(s) to try to talk through any differences of opinion in a professional manner and identify an agreed route forward. This may not always be successful, in which case support is available via postgraduate tutors, Directors of Research and, if needed, the Postgraduate Research Office – see page 44. The guidelines as to how often students should see their supervisors are laid out in the "Guidance for Supervisors and Students on their respective Roles and Responsibilities including Good Supervisory Practice" within this handbook at pages 52 to 57, but, as a rough guide, students should see their supervisor for at least one hour a week for a full-time student and one hour a fortnight for part-time students.

Being a research student will, for many, be one of the most rewarding experiences of their lives. There will be those moments of success, but equally there will be more challenging times. Most people cope very well with these challenges, but if there are times of self-doubt, lack of confidence, loneliness and frustration, remember there are over 400 other research students at the University of Greenwich who have either had or are currently experiencing the same concerns. Importantly, students should not wait for a minor problem to become a crisis. There are lots of people available to support research students during their time at the university – students just need to ask.

The remainder of this handbook is aimed at helping research students and their supervisors chart their way through the maze of rules, regulations and guidance that exists over the coming years. Remember, if you are unsure about any aspect of the research degree, then you are welcome to contact the Postgraduate Research Office on postgraduateresearch@gre.ac.uk.

Section B - Guide to the Regulations (MPhil/PhD)

(see *The Academic Regulations for Research Awards* – www.gre.ac.uk/research/current/regs - please note that during the 2011/2012 Academic Session it is likely that a significant reworking of the Academic Regulations will be considered by Academic Council. Once details are known these will be communicated to you in due course).

Introduction

The following is intended to provide an overview of the most important and basic elements of the regulations covering research degrees at the University of Greenwich. In no way should it be viewed as authoritative or comprehensive – if you want to be fully aware of the official position, then you need to read the regulations. It is strongly recommended that you do so as they outline expectations and obligations incumbent upon students, supervisors and others vital to the successful completion of the research degree, e.g. examiners. In the meantime, this Handbook provides an initial outline of the most important matters.

Qualification Descriptors

The Academic Regulations for Research Awards in force as at January 2011 includes qualification descriptors. These have been revised by the Quality Assurance Agency for Higher Education and the latest version are summarised below, <http://www.qaa.ac.uk/academicinfrastructure/FHEQ/EWNI08/FHEQ08.pdf>:

Descriptor for a higher education qualification at level 7: Master's degree including Masters by Research and MPhil

The descriptor provided for this level of the framework is for any master's degree which should meet the descriptor in full. This qualification descriptor can also be used as a reference point for other level 7 qualifications, including postgraduate certificates and postgraduate diplomas.

Master's degrees are awarded to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline
- conceptual understanding that enables the student:
 - to evaluate critically current research and advanced scholarship in the discipline
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences

- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- continue to advance their knowledge and understanding, and to develop new skills to a high level. And holders will have:
- the qualities and transferable skills necessary for employment requiring:
- the exercise of initiative and personal responsibility
- decision-making in complex and unpredictable situations
- the independent learning ability required for continuing professional development.

Descriptor for a higher education qualification at level 8: Doctoral degree

The descriptor provided for this level of the FHEQ is for any doctoral degree which should meet the descriptor in full. This qualification descriptor can also be used as a reference point for other level 8 qualifications.

Doctoral degrees are awarded to students who have demonstrated:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust
- the project design in the light of unforeseen problems
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

It is important research students understand these descriptors as it is against these that they will be ultimately assessed.

Registration

To enable a prospective research student to register as a student of the University he/she must meet the **minimum entry requirements**¹ for academic achievement. In exceptional circumstances, the Research Degrees Committee (RDC) is authorised and may be willing to vary the entry requirements for a particular applicant, however, this must be obtained before an offer will be made.

The first action a student should take once they commence their research programme is to register with the university as a student at this institution. Any student who has not registered will not be eligible to receive benefits such as library and computer services, insurance cover, etc., and, in the case of an International student, they are likely to be in breach of their visa conditions. **If the student is in attendance and has not fully registered, they should do this now.** To register as a student he/she should visit the Student Centre on the campus at which they are normally based. Depending upon the time of year, registration may be a combination of online (Part 1) and face to face (Part 2), or during periods when the online system is not operating, a “paper-based” registration process. If the student experiences any problems registering as a student of the university, please contact the Postgraduate Research Office (PGRO) who will be happy to assist. Please note a student will not be considered fully registered until the entire registration process has been completed, including the payment of any fees due. Please note that if a student who has been “Home” assessed holds an equivalent qualification (e.g. an MPhil or a Doctorate in the case of an MPhil/PhD/EdD/DBA student or a Masters or higher in the case of a Masters by Research student) then they will probably have to pay substantially higher fees. This is due to the withdrawal of government support in these circumstances. There are, however, some exemptions and details can be found at www.hefce.ac.uk/FAQ/elq.htm.

Having registered as a student at the University, the research student must also apply to register their research programme (including working title, proposed methodology, work programme and supervisory arrangements) with the Research Degrees Committee using form RDA1, within six months of enrolment with the university. The Research Degrees Committee will approve (or not) the student’s application. It is the responsibility of both the student and the supervisor(s) to formulate an agreed project and programme of study and complete and submit form RDA1 accordingly. The Research Degrees Committee currently meets eight times during each academic year to, amongst other things, consider such applications.

The student will follow a programme of studies related to their research project including: research methods, conferences, seminars and key skills, which are designed to provide a sufficient breadth of knowledge and skills to successfully pursue their project (see section

¹ The University will consider applicants with a minimum of a relevant Bachelor degree with honours (UK or UK equivalent) with a 1st class or 2:1 pass for entry to an MPhil with the possibility of transfer to a PhD programme. Such applicants will not be considered suitable for a direct PhD entry. In addition, applicants where English is not their first language will need to demonstrate competence in English, i.e. a minimum of IELTS 6.5 across all elements, or equivalent, e.g. TOEFL 100 ibt or 600 pbt – this test must have been taken within the previous two years. Exemption from the language requirement will be considered where one of the previously mentioned academic degrees has been obtained using the English language in an English speaking country, for example the UK/Australia/USA/etc

on Professional Development Programme on page 25) and be helpful in subsequent employment.

Full-time students have up to a maximum of five years registration for the completion of a PhD via transfer from MPhil registration (including the period of MPhil registration) and three years for MPhil only. Both are expected to work a minimum of 35 to 40 hours (40 hours minimum if in receipt of a bursary) a week.

Part-time students have a maximum of six years for the completion of a PhD via transfer from MPhil registration (including the period of MPhil registration) and four years for MPhil only. Both are expected to work a minimum of 12 hours a week.

Once the research student has completed his/her RDA1 and approved by the Research Degrees Committee they are then expected to complete and submit yearly progress reports (RDA4). The RDA4 must be submitted to their school/institute's RDC representative for scrutiny; and this is then forwarded to the Secretary of the Research Degrees Committee. The RDA4 is completed by both the supervisor and research student, regarding the progress of the research project and to ensure the ongoing active presence of the student. It is the student's responsibility to submit this report at the appropriate time (each year on the anniversary of their registration date or on the date required by the school/institute if different). Timely submission is essential and beneficial to both the student and supervisor, especially if issues surface, e.g. the student is dissatisfied with their supervision or the supervisors deem the student's progress to be unsatisfactory. Progress reports which indicate concerns/issues will be referred to the Research Degrees Committee for consideration by the Secretary of the Research Degrees Committee.

If necessary, registration can be interrupted for up to one year due to illness, maternity leave, etc. Likewise registration can be extended, normally for one year only. Requests for interruptions/extensions to registration should be submitted to the Research Degrees Committee on form RDA5 with a supporting statement of the extenuating circumstance and evidence as appropriate. If necessary, the letter may be submitted in confidence.

Supervision

A research student will have two or three supervisors with a First Supervisor, who will normally be based at the University of Greenwich, appointed as the main contact. Should circumstances arise which result in a research student being left without a supervisor, the student should speak to their Director of Research, or their nominee, as soon as this arises.

In addition, during the 2010/2011 academic session, it is proposed that schools be encouraged to develop supervisory skills for academic staff new to research student supervision. This may result in students having an additional second supervisor included in their supervisory team. Supervisory teams that include someone new to supervision will include an experienced and senior academic with a track record of successful PhD completions who will act as a mentor. This supervisor will have a key role in ensuring that quality assurance procedures and practices are adhered to by both students and the other supervisors in the team.

Any supervisory or other changes, e.g. mode of study, will need to be approved by the Research Degrees Committee on an RDA5 form.

Research Skills and Professional Development

Concurrently, research students will be required to develop new research skills and enhance existing skills/knowledge. These professional development activities will help the research student with their research and enhance their employment prospects in the future. For information on the Research Skills and Professional Development Programme see page 25 in this handbook and/or contact the Postgraduate Research Office.

Please note that students are required to complete elements of their Research Skills programme at set milestones during the course of their research programme, e.g. online development courses. Failure to do so could result in the Research Degrees Committee not considering requests for progression decisions and/or examination arrangements, and in serious cases could lead to a student being withdrawn from their research programme.

Attendance

The minimum number of hours a research student is expected to dedicate to their programme of research is detailed in a student's offer letter (as set out on pages 48 to 50). A research student's exact working hours within a given week should be discussed and agreed with their supervisor depending upon the needs of the research programme. In the case of hours worked outside of normal office hours, the research student and supervisor should discuss and agree on the health and safety implications associated with doing so, including any notification requirements to the on-site security/gatehouse.

In the case of international students with a Tier 4 Student Visa, maintaining proper attendance and the formal recording of their presence in the United Kingdom is essential to comply with UK Border Agency conditions (at the time of writing it is mandatory that international students in the UK must formally log their attendance once per calendar month by having their Student ID card scanned – the procedure varies slightly from campus to campus and so students should refer to instructions at their actual place of study).

Annual Leave

The student's leave entitlement is normally 30 days per annum (including Bank and public holidays). It is the student's responsibility to inform their supervisor of their leave requirements, well in advance, particularly for periods of extended leave. Annual leave entitlements may differ for students in receipt of a school/institute bursary or from an external organisation, e.g. a Research Council. A student will be informed of their exact entitlement prior to accepting the studentship in an offer letter from the Postgraduate Research Office. The school/institute will issue the student with a booking form to request annual leave in the same way that a member of staff would. It is important that the student completes this form to request annual leave and acquires approval from their Supervisor who should sign the form to authorise it. The school/institute will keep a record of the annual leave taken. It is important to maintain a work/home balance and it is, therefore, important to have periods of leave spread throughout the year so that a student does not become overly tired. It is inappropriate to carry-over from one year to the next large annual leave entitlements as this may interfere with the student's research project. Any carry-over of leave must be discussed with the Supervisor and agreed by him/her.

Sickness Leave

The student must inform their Supervisor from the outset of any episode of sickness absence and maintain regular contact with him/her, especially if the sickness is likely to lead to long term absence from studies. For absences of four to seven calendar days (including Saturdays, Sundays and Public Holidays) a student is required to complete a University Self-Certification Form. This can either be sent in to their Supervisor/Research Administrator within the school/institute or completed on their return to studies. For absences lasting eight or more calendar days, the student must submit a Doctor's or a Hospital statement on the eighth calendar day of absence. The statement should be sent to the Supervisor/Research Administrator within the school/institute, and if this is an 'open statement' (i.e. if it does not indicate when the student will be fit to return to studies) they should submit further statements at appropriate intervals.

In cases of long term sickness of four weeks or more, e.g. a student needs major surgery or has an ongoing medical condition, an RDA5 form will need to be completed by the student and their Supervisor to request that the Research Degrees Committee grant an interruption to registration. On return from sickness leave the student must inform their Supervisor and complete an RDA5 form to indicate a formal return to study. International students in the UK on a Tier 4 Student Visa should get advice from an International Adviser as, depending upon the circumstances, they may need to return to their home country until they are fit to resume their studies again.

In addition, if a student is in receipt of external funding any notification requirements stipulated by the funding body should be complied with, e.g. Research Councils, commercial sponsors, etc.

Maternity Leave

If a student becomes pregnant, she must inform her supervisor(s) as soon as is realistically possible (and no later than fifteen weeks before the birth is expected, so that there can be a negotiation as to when she will take maternity leave. The student will need to submit to their Supervisor/Research Administrator within the school/institute their MATB1 form to confirm their expected week of childbirth. At the commencement of maternity leave, the student's studies will be interrupted and, if the student is on a studentship, their bursary may cease for a time depending on the source of their funding and how long they intend to interrupt their studies, e.g. Research Council students may be allowed a period of paid maternity leave. When the student is ready to return to study she must inform her supervisor at least four weeks prior to this to allow appropriate forms to be completed and receipt of bursary, if applicable, to be reinstated. If, at this point, the student decides not to return to resume her studies, she must inform her Supervisor of this decision at least four weeks before her date to return. If the student decides not to resume her studies she may be asked to repay any bursary payments received (see Terms and Conditions for Students on a Bursary on pages 66 to 71).

International students in the UK on a Tier 4 Student Visa should get advice from an International Adviser as, depending upon the circumstances, they may need to return to their home country until they are able to resume their studies again.

Any absence beyond any approved bursary entitlement for maternity leave would follow the same rules as any other student interrupting their programme of study, i.e. an interruption to extend their absence from studies, must be requested for up to one year in total on an RDA5 form.

Paternity Leave

A research student will need to accrue annual leave for this purpose, but can request up to five days compassionate leave. If the student is on a studentship funded by an external organisation, e.g. a Research Council, they may be entitled to additional leave.

Health and Safety

The Supervisor will discuss with a student the facilities required to successfully carry out research projects and advise them of the correct health and safety procedures. Each school/institute has a Local Safety Officer who will assist the student/supervisor if the research requires a risk assessment. The student should take the initiative and ensure health and safety issues are discussed during their induction (see the checklist included in the Research Student Logbook and Professional Development Portfolio – www.gre.ac.uk/research/current/logbook).

Insurance

In general, a student who travels to a country as part of his/her approved programme of research at the university, and who is neither a citizen nor resident of that country, is covered by the university's insurance in force at the time. There are, however, important requirements to follow to ensure that cover is valid for a particular occasion. These are summarised below:

- All students, whether from the UK or outside of the UK, wishing to travel outside the United Kingdom or overnight or longer within the United Kingdom as part of his/her approved programme of research must ensure they register their travel plans, **via their supervisor**, using the "Notification System for Authorised Business Travel" (available via the Staff Portal) before they travel. The authorised travel details enable the University to arrange insurance cover under the University's Business Travel policy and Liability Policy. If you do not notify your travel in this way please be aware that you may not be covered under these policies whilst travelling. Authorisation must occur **before** travelling, otherwise the university's wider travel insurance will not be valid and you will not have the required documents necessary to make a claim should the necessity arise.
- UK students undertaking research overseas will only be covered by the University's insurance for a maximum of twelve months in any one visit. Any student planning to work overseas for longer than twelve months will need to ensure their school/institute's Director of Research arranges an appropriate extension to cover with the University's Insurance Officer (Mrs Glenis Aylott, extension 8846 e-mail: g.a.aylott@gre.ac.uk).
- Non-UK research students who intend undertaking research in their home country or their country of permanent residence if other than the UK should be aware that the university's medical insurance cover will not be valid for any periods spent in those countries and students should, in liaison with their school/institute's Director of Research, make their own arrangements, i.e. medical and health insurance.

Transfer from MPhil to PhD

To transfer from MPhil to PhD, the Research Degrees Committee require either a transfer report detailing what has been achieved so far and what the future of the research project is likely to be, one or two peer-reviewed published papers or a significant part of an acceptable thesis. In the past these have been submitted with form RDA2, however, supporting documents for transfer can now also be submitted with form RDA3 following the transfer viva voce/oral assessment. If an MPhil only student wishes to apply for a PhD, this is possible only by submitting both the transfer report and a full progress report of the student. At the transfer stage, the student will have a formal viva voce (oral examination) assessed by two members of academic staff within the university. The student must adequately demonstrate to the assessors a sound knowledge and understanding of their field of research, and show they have the potential to achieve PhD level to pass. A student can apply for transfer to PhD registration a maximum of two times.

PhD registrants may revert back to MPhil status if necessary, and do so at any time prior to seeking approval of the examination arrangements (RDA6a) for the final award by submitting form RDA5.

Final Examinations

When a student is almost ready to submit their draft thesis for examination, an RDA6a form to propose an examination team should be submitted to RDC for approval. The form should be submitted no more than three months before submission of the thesis.

The examination process is managed by the Postgraduate Research Examinations Officer who, upon approval of the RDA6a by RDC, will deal with all aspects of the examination process, including agreeing dates with all parties. If, however, potential dates have already been discussed prior to RDA6a approval, this should be notified to the Postgraduate Research Examinations Officer. Once the RDA6a has been approved by the RDC, neither the supervisor nor the candidate should have direct contact with the examination team..

A candidate for a research degree will normally have two examiners, at least one of whom will be independent and external to the university. All examiners will have experience in the student's general research area and External Examiners will have 'substantial' experience in examining research students. The *viva voce* will be chaired by a senior, experienced academic member of staff, who will ensure that the conduct of the examination is in accordance with the university procedures and regulations.

A candidate who is a member of University staff will be examined by two external examiners, with no requirement for an internal examiner.

Submission of draft thesis for examination

The following should be submitted to the Postgraduate Research Examinations Officer:

- Three copies of the draft thesis, in accordance with Section G of this handbook, should be submitted to the Postgraduate Research Examinations Officer in soft or ring bound format.
- Thesis submission form (RDA6b)
- Research Student Logbook and Professional Development Portfolio/evidence of completion of all supplementary/coursework/Epigeum courses (if applicable).

The examination process will normally involve a formal assessment of a written thesis followed by an oral defence of the thesis. The format of the thesis must follow the standards required by the University as summarised in Section G.

- After the examination, the examination panel will make their recommendations as set out on the RDA8/RDA9 as appropriate. The conditions for re-examination can be found in the Academic Regulations for Research Awards.

An appeal against the examination result can be heard if the student believes circumstances affected their performance, or there was a procedural irregularity or prejudice on the part of examiners. Grounds for appeal should relate to the examination itself and not events that may have occurred during the student's programme of study. The RDC would expect such matters to have been addressed and resolved prior to this stage, for example in a student's annual progress report (RDA4) or by initiating the Complaints procedure. Information on the Appeals Procedure can be found in Section H of this document and Regulation G6 in the Academic Regulations for Research Awards – www.gre.ac.uk/research/current/regs).

Finalisation & Ratification of the Award

For an award to be confirmed the Research Degrees Committee and ratified by Academic Council, the following requirements must be met:

- the student must be fully registered with no outstanding debts on their record
- The Secretary of the Research Degrees Committee must be in receipt of:
 - one hard-bound thesis meeting the University's requirements
 - one electronic copy of thesis, including tables, figures and appendices in pdf (adobe acrobat) format on CD/DVD in an envelope/sleeve attached to the inside of the front cover of the hard-bound thesis.
- The Postgraduate Research Examinations Officer must be in receipt of:
 - preliminary report forms (RDA7 for MPhil or PhD, RDA7PD for EdD)
 - recommendation of examiners form (RDA8 for PhD, RDA8PD for EdD or RDA9 for MPhil)
 - confirmation that the amendments have been made to the satisfaction of nominated examiner/s or Chair
 - completed Research Student Log and Professional Development Portfolio, including a certificate confirming completion of the Epigeum online courses (where applicable)

Upon receipt of all of the above by the Secretary of the Research Degrees Committee and the Examinations Officer, the degree will be considered for recommendation by the Research Degrees Committee. Once the award has been formally signed-off by the Director of Postgraduate Research, the student will receive a letter from the Secretary of the Research Degrees Committee to confirm this. The award will then be ratified by Academic Council and the student will receive a certificate and information regarding the graduation ceremony. In addition, successful PhD students will receive a letter from the Vice-Chancellor.

PhD by Published Work:

Please note there is an inconsistency between regulations C.5.6 and G.4.6 (g) in the Academic Regulations for Research Awards relating to the completion of corrections and re-examination following the oral examination/viva voce for the award of a PhD by Published Work. Please note that the correct interpretation is contained in Regulation C.5.6.

Postscript

Please read the full regulations for each particular award. Students and supervisors will find outlined the provision to which the research student is entitled and the obligations that are incumbent upon them. The Academic Regulations for Research Awards can be found on the Resources area of the Moodle site or the university's website at:

www.gre.ac.uk/research/current/regs.

Section C - A Guide to Research Degree Administration (RDA) Forms

1. MPhil/PhD

RDA forms can be downloaded from the university's website at the following web address:

<http://www.gre.ac.uk/research/current/rdaforms>

Applications/Forms completed by the Student or jointly by the Student and Supervisor

RDA1a and b Registration with the Research Degrees Committee – Research Programme Approval

Once registered with the university, a student (full-time and part-time) has six months to work on their proposal with their supervisor(s) before registering it with the Research Degrees Committee. To register with the Research Degrees Committee students must submit form RDA1a and b, ensuring all sections are completed. The form requires appropriate signatures prior to submitting it to the Secretary of the Research Degrees Committee. If the form is incorrectly completed the the Secretary of the RDC will return the form to the school/institute.

RDA2 Transfer from MPhil to PhD

This form is only applicable for students initially registered as an MPhil with transfer possibility to PhD; or if the student originally registered for an MPhil only and their supervisor has advised them that they are now working at a PhD standard.

Approximately twelve to eighteen months (and no more than twenty-four months for a full-time student or thirty-six months for a part-time student) after the student started their research they should be in a position to demonstrate that their research will be of a PhD standard. This is achieved by providing evidence of their progress to two assessors in the form of a *viva voce* (oral examination). The student and their supervisor will need to complete all sections of form RDA2 to request the transfer. The RDA2 form is in two parts. The first part is specifically for the student to complete and they are required to provide an abstract, not exceeding 500 words, of the progress report made to the supervisors. In addition to the abstract, there should be reference to the further development of the research as the basis of a submission for PhD. The second part requests approval for the assessment team (one assessor will be from the host school/institute and the other can also be drawn from the host school/institute or from another school/institute within the University). It is possible for the supervisors to be present at the oral examination but this must be confirmed beforehand and they must sit in a silent, supportive role. *Please note for students starting in the 2009/2010 Academic session and thereafter it is a requirement that they complete certain online training courses before they will be allowed to proceed to assessment – see pages 25 to 29 for details. In addition, some schools/institutes require the successful completion of taught Masters courses before progression will be permitted. If you are uncertain about the situation in your school/institute, check with your Director of Research.*

RDA3 Transfer of registration from MPhil to PhD – Assessment Outcome

This form is completed by the assessment team and should include the written documentation provided by the student in support of their request to transfer from MPhil to PhD registration, i.e. a progress report, published paper(s) or extract of the draft thesis (if not previously submitted with the RDA2). The RDA3 form requires appropriate signatures prior to submitting it to the Secretary of the Research Degrees Committee. The second part of the RDA3 is completed by both assessors and provides the applicant and their supervisor with feedback on the written work provided and the outcome of the oral assessment. The form is also signed by the appropriate signatories in the school/institute and forwarded to the Secretary of the Research Degrees Committee for the RDC to confirm whether the student be permitted to progress from MPhil to PhD registration, or not.

NB: A student can apply for transfer from MPhil to PhD no more than two times.

RDA4 Research Progress Report

This form acts as an annual progress report. Once the research degree has been registered with the Research Degrees Committee (RDA1), it is the student's responsibility to submit an RDA4 report to the school/institute's RDC representative annually, normally on the anniversary of the date the degree was registered with the RDC, or at any other time prescribed by the school/institute.

The student should complete the form with their supervisors. The form includes a section on the amount of time the student spends per week on their research and the progress for that year. There is also a section which allows the student to comment on their supervision, facilities and, if any, their personal suggestions for improvement.

In addition, if an RDA1 is not submitted to the RDC within six months of the date of first registration with the university as a research student, then an RDA4 must be submitted to the school/institute's RDC representative explaining why there is a delay in completing an RDA1 and whether any progress has been made, and how any ethical issues have been addressed.

The school/institute's RDC representative will then forward the report to the Secretary of the RDC.

If progress is considered to be unsatisfactory, an action plan will be drawn up by the supervisor(s) and presented to the RDC with the RDA4. The action plan must be completed within 3 months for the student to remain on their programme of study. Failure to complete the action plan will result in discontinuation from the programme and de-registration as a student of the university.

RDA4s considered unsatisfactory by schools/institutes (and 10% of those considered satisfactory) will be referred to RDC for audit.

RDA5 Changes to Registration (*please note form RDA5 requires updating and this will take place during 2011/2012. Where the current form currently does not include the required field a short report, maximum one side of A4, should be attached to the RDA5 – the entries below are annotated with an asterisk)

This form relates to any proposed changes to the student's registration, including change to mode of study or supervisory team, extension of registration, interruption of studies or withdrawal from the programme. It is important to keep a student's record up to date even if their degree has not yet been registered with the Research Degrees Committee (RDC) (RDA1). In such cases, changes to status will not be considered by RDC but should still be advised using the RDA5 and sent to the Secretary of the RDC.

1. Change to Mode of Study

It is necessary to provide the reason and date for a proposed change to mode of study, i.e. from full-time to part-time or *vice versa*. It should be noted that overseas students can only be part-time if outside of the United Kingdom unless they have specific permission from the UK Border Agency/Home Office to do otherwise. Failure to comply with this rule can result in a breach of visa conditions that could result in deportation.

2. *Reverting from PhD Registration to MPhil

This change can occur when a student, in consultation with their supervisors, feel the project and the subsequent thesis are unlikely to meet the award criteria for a PhD, or in exceptional circumstances, a student is unable to complete their PhD but they have sufficient work to justify a submission for a MPhil award. A reason needs to be provided. Students who are, or have been, in receipt of a bursary may be liable to repay part or all of their bursary if they do not complete the programme for which they have received payments (see Terms and Conditions for Research Students on Bursaries).

3. *Reducing the Minimum Registration Period

The Academic Regulations for Research Awards detail minimum as well as maximum periods of registration. In exceptional circumstances the RDC will consider reducing the minimum period of registration and this should be requested when approval of the examination team is sought (RDA6).

4. Changes in Supervision

The supervisory team usually stays the same for the majority of students, although sometimes it is necessary to change a supervisor if the direction of the research changes and the supervisor feels the student would benefit from someone with more experience in that area. Other reasons for supervisory changes are fairly obvious, for example, the supervisor leaves the University.

5. Requests for an Extension to Registration or Interruption of Studies

It is necessary to state a start and end date for both of these requests. Extension and Interruption of study is normally granted for a maximum of 12 months and, in exceptional circumstances, if further time is required, the student will need to reapply to the RDC. It is also important to state the reason(s) for requesting either the extension or the interruption of studies.

6. *Change to Research Degree Programme, including Title

A research degree by its very nature is dealing with unknowns and it can be necessary during the programme to redirect the student's research to ensure that they can meet the

qualification descriptors for their award. In these circumstances the RDC should be informed of the change of programme of research and the reasons why. For minor changes this should be reported using the RDA5, however, major changes of direction in a research programme may require the submission of a new RDA1. If in doubt advice should be sought from the Secretary of the Research Degrees Committee.

7. Withdrawal

It is helpful if the university is aware of the reasons behind any withdrawal from a programme of study. The date the student last attended is necessary so that they do not receive an invoice for further payment of fees. Signatures are required from student, supervisors and the Director of Research (or nominee) prior to submitting this form to the Secretary of the RDC.

RDA6b Thesis Submission Form

Upon approval of the examination arrangements, see RDA6a below, the student's thesis, including a signed declaration, see page 37, should be submitted to the Examinations Officer in the Postgraduate Research Office in soft-bound format (sufficient copies for each member of the examination team, including the chair), so that pages cannot fall out or additional pages be added. The thesis should be accompanied by form **RDA6b**. The Examinations Officer will send the thesis to the examiners and the Chair.

The next forms are not for the student to complete.

Applications made by Supervisors on behalf of Students

RDA6a Application for Approval of Examination Arrangements

Supervisors complete this form when: (i) they feel the student is almost ready to submit their thesis for examination purposes; and (ii) they have identified a suitable examination team. The majority of candidates will have one External Examiner, one Internal Examiner and a Chair. Candidates who are, or were within the last three years, members of university staff will require two external examiners. The examination arrangements must be approved by the Research Degrees Committee. *Please note for students starting from the 2009/2010 Academic year, it is a requirement that certain online training courses **must** be completed before proceeding to examination – see pages 25 to 28 for details.*

Examination Forms (these forms are sent to the examination team, along with copies of the thesis, by the Postgraduate Research Office, Examinations Officer)

RDA7 Preliminary Report and Recommendation of an Examiner on a Candidate for the Degree of PhD or PhD by Published Work; and

RDA9 Preliminary Report and Recommendation of an Examiner on a Candidate for the Degree of MPhil

The examiners fill this form in once they have read the thesis prior to the examination. This form indicates whether the student should proceed to the oral examination (viva voce) or not. The candidate will be notified if their thesis is not satisfactory and they and their supervisors

will be provided with written feedback from the examiners. The form is sent to the Examinations Officer in the Postgraduate Research Office no later than seven days **before** the examination is to take place.

RDA8 Recommendation of the Examiners Following an Oral or Alternative Examination for the Degree of PhD/PhD by Published Work; and

RDA10 Recommendation of the Examiners Following an Oral or Alternative Examination for the Degree of MPhil

These forms are completed by the examination team after the oral stage of the examination. The forms indicate whether the examiners have recommended the award of a degree and whether it is subject to minor or major alterations. Other options are also available. These forms are also sent to the Examinations Officer in the Postgraduate Research Office no later than two weeks after the examination has taken place. The candidate may be informed verbally by the examination team, what the outcome of the examination is, and advised of any alterations required to their thesis to enable them to receive their award/reapply for re-examination.

For MPhil/PhD, the paperwork for the award will not be processed until the appropriate examiner (or both where major amendments to the thesis are required) has notified the Examinations Officer in writing that the thesis has been corrected or modified to incorporate any modifications set-out by the examiners and the corrected thesis has been bound in accordance with the university's requirements – see page 14.

In accordance with the QAA's recommendations for research degree programmes, examination forms can be sent to candidates after their examination. Any request for a copy should be sent to the Secretary of the Research Degrees Committee.

The next form is not for the student, supervisors, or internal members of the examination team to complete.

RDA11 External Examiners feedback on conduct of oral examination

This form provides the Research Degrees Committee with feedback on quality and management of the examination. It is to be completed by the External Examiner(s) only.

2. Masters by Research - MA / MSc / LLM

RDA forms can be downloaded from the internet at the following web address:

<http://www.gre.ac.uk/research/current/rdaforms>

MRDA1 MA / MSc / LLM by Research - Applicant information to be lodged with the Research Degrees

Once the student has been appointed a Supervisor by the school/institute and enrolled with the university, they will need to agree the nature of their research, project/dissertation and the taught courses they will undertake in support of their project with their Supervisor. This information should be entered into the relevant sections of form MRDA1 and submitted to the Secretary of the Research Degrees Committee (RDC). The RDC will then note the research project.

The next forms are for supervisors and examiners to complete.

RDA6a Application for Approval of Examination Arrangements

This form should be completed by the supervisor when the student is ready to submit their thesis for examination purposes. Form RDA6 seeks approval for examination arrangements for the research project/dissertation and upon completion should be forwarded to the Secretary of the Research Degrees Committee for the RDC to consider and approve the student's examination arrangements.

Upon approval of examination arrangements the student's thesis should be submitted to the Examinations Officer in the Postgraduate Research Office in soft-bound format, so that pages cannot fall out or additional pages be added. The thesis should be accompanied by form **RDA6b**. The Examinations Officer will send the thesis to the examiners and the Chair.

MRDA10 Recommendation of the examiners following an oral or alternative examination for the Project/Dissertation element of the degree of Masters (MA / MSc / LLM) by Research

This form is completed by the examination team after the oral stage of the examination. The form indicates whether the student can be awarded their degree. Upon completion the form should be forwarded to the school/institute Quality Officer. The outcome of assessments or taught courses and project/dissertation are recorded on this form for consideration by the appropriate school/institute Progression and Award Board. On conclusion of School/Institute Progression and Award Board the school/institute Quality Officer will complete form RDA10 and forward it to the Examinations Officer. The Research Degrees Committee will note the decision of the Progression and Award Board. The student will be informed of the decision of the Progression and Award Board by the school/institute.

3. PhD by Published Work

Note - This route to PhD is open to individuals with a personal connection with the University or working for an organisation with links to the University

RDA forms can be downloaded from the internet at the following web address:

<http://www.gre.ac.uk/research/current/rdaforms>

After the prima facie stage, the supervisor appointed to support the applicant will assist them in registering with the Research Degrees Committee via form RDA1a and b PW. Upon completion of this form it should be forwarded to the Secretary of the Research Degrees Committee and once the student's programme is registered with the Research Degrees Committee, they should enrol with the university as a part-time research student.

For forms relating to the examination, please refer to the section on forms RDA7 and RDA8 for MPhil/PhD (see pages 19 and 20).

Please note there is an inconsistency between regulations C.5.6 and G.4.6 (g) in the Academic Regulations for Research Awards relating to the completion of corrections and re-examination following the oral examination/viva voce. Please note that the correct interpretation is set-out in Regulation C.5.6. This inconsistency will be addressed with the next redrafting of the Academic Regulations for Research Awards.

Index of Research Degree Forms

RDA1a and b:	Application for Research Degree Registration (MPhil/PhD) – Research Programme Approval
RDA1a and b HD:	Application for Research Degree Registration (Higher Doctorate – DLitt, DSc, DTech, LLD)
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RDA7:	Preliminary Report and Recommendation of an Examiner on a Candidate for the Degree of MPhil, PhD, PhD by Published Work
RDA8:	Recommendation of the Examiners Following an Oral or Alternative Examination for the Degree of PhD/PhD by Published Work
RDA9:	Recommendation of the Examiners Following an Oral or Alternative Examination for the Degree of MPhil
RDA10:	Recommendation of the Examiners Following an Oral or Alternative Examination for the Degree of MPhil

MRDA10: Recommendation of the examiners following an oral or alternative examination for the Project/Dissertation element of the degree of Masters (MA / MSc / LLM) by Research

RDA11: External Examiner's Feedback on Conduct of Oral Examination

* Form RDA5 will be modified and during 2011/2012. Where marked please use the current RDA5 and attach a short report (maximum one side of A4).

Section D - Professional Development Programme for Research Students and Supervisors

University of Greenwich Postgraduate Researcher Development Programme

In support of the Researcher Development Statement; Researcher Development Framework (RDS/RDF) (Figure 1 on page 26), and the Quality Assurance Agency's (QAA) Code of Practice for the assurance of academic quality standards in higher education, the University of Greenwich operates a Postgraduate Researcher Development Programme (PGRDP) (Figure 2 on page 26 and Figure 3 on page 27).

The PGRDP is made up of five complimentary strands:

- Research Skills
- Teaching Skills
- Generic Skills
- Subject-specific Skills
- Extra-mural Skills

The programme is designed to provide a student with a broad range of skills to enable them to not only successfully complete their research degree programme, but also to prepare them for the wider world after their research degree.

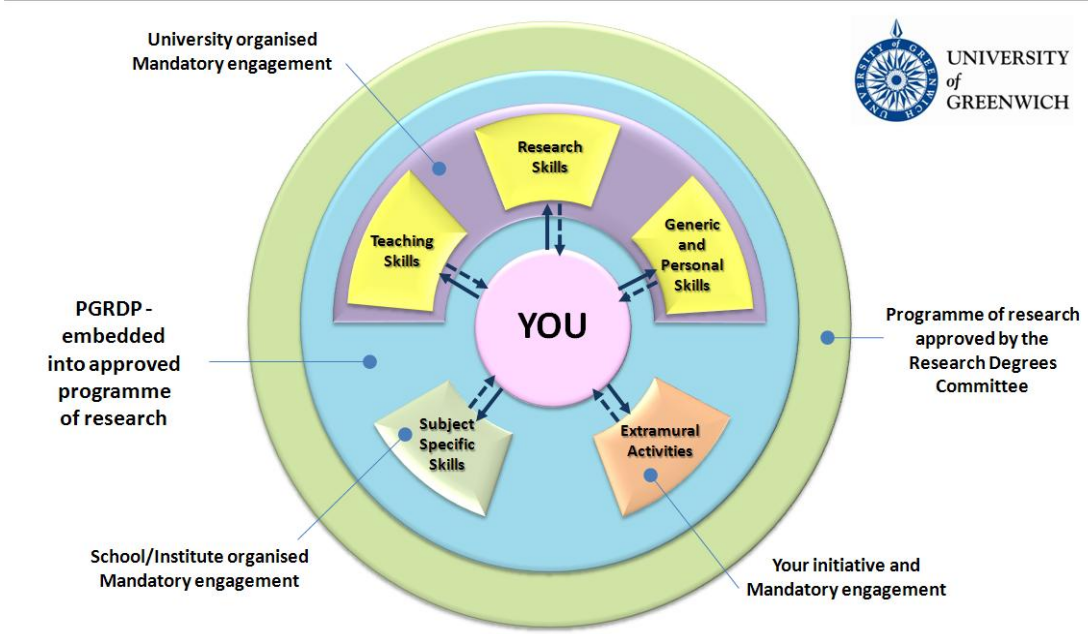
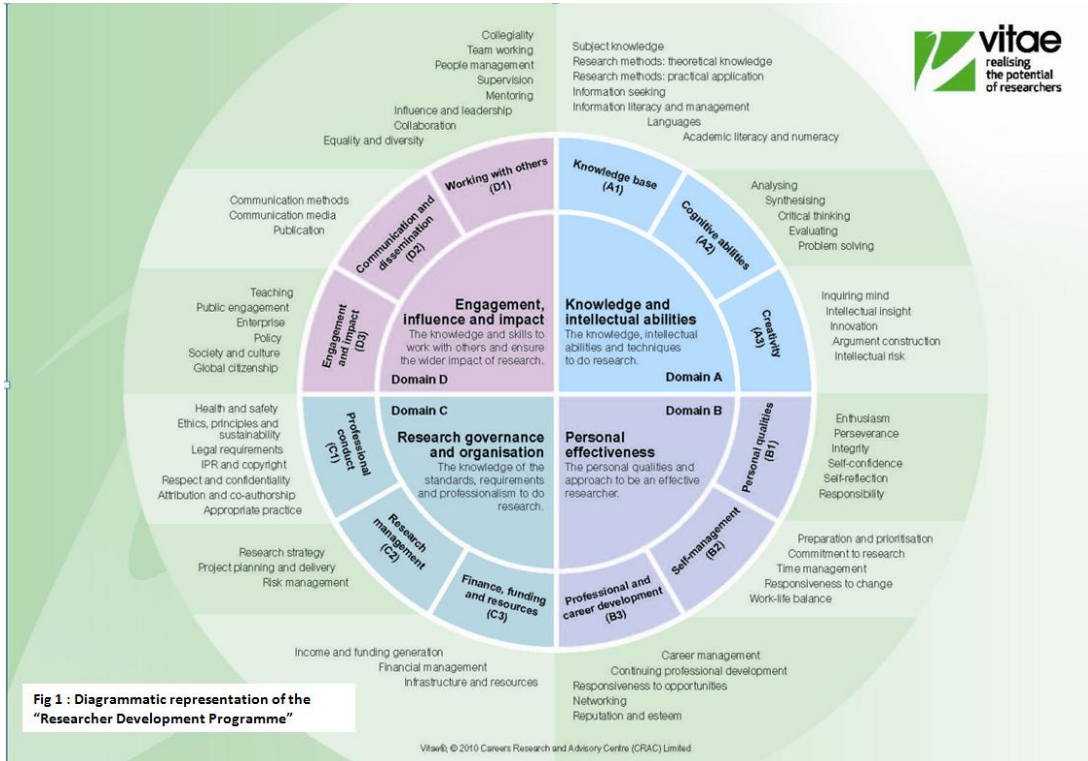
Research Student Logbook and Professional Development Portfolio

The student will be expected to keep a record of their research activities, skills and training in a portfolio and the associated RDF Planner. The portfolio is available by download via the University's website (www.gre.ac.uk/research/current/logbook) and the RDF Planner from the Vitae website (<http://www.vitae.ac.uk/CMS/files/upload/Vitae-RDF-Professional-Development-Planner.xls.383631.download>). It is extremely important that research students do this because the portfolio and planner can be requested to be seen at any time by e.g. the school/institute, the Research Degrees Committee, the Postgraduate Research Office or by an external auditor (which could be at very short notice).

The QAA stipulates that all MPhil/PhD students complete a research skills and professional development programme and expects that each student's developmental needs are identified and agreed jointly by both student and supervisor. This should take place during the student induction period and needs should be regularly reviewed (at least annually) during the research degree programme and amended as appropriate. The RDF Planner should be used for this purpose for all students that started their research programme on or after 1 August 2011. The Audit forms in sections three and four of the Research Student Logbook and Professional Development Portfolio may be completed by students that started before 1 August 2011 as an alternative to the RDF Planner.

Exemption from parts of the programme can be agreed, following a self-assessment, if a research student is able to demonstrate/provide hard evidence that they already possess all of the skills in a given area. If the student can demonstrate/provide evidence of possession of some of the skills, they can be exempted from these skills and develop those skills remaining via the portfolio/RDF Planner. Exemption from all or part of the professional development programme must be discussed and agreed with the Director of Research, who

is the representative of the Dean of School/Institute and ultimately responsible within the school/institute for research students. This exemption must be documented on form RDA1b.



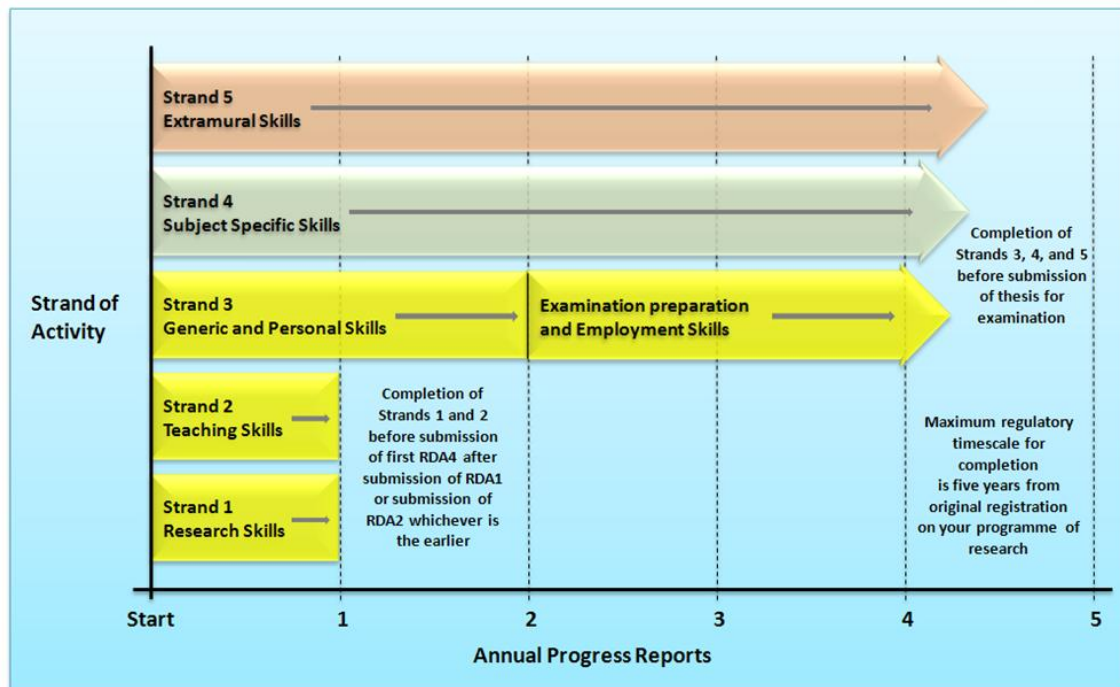


Fig 3: Timescales for engagement and completion of strands of activity of PGRDP

Moodle (online “Virtual Learning Environment”)

For MPhil, PhD and EdD students starting their programme on or after 1 August 2009, research skills development has been provided via online courses, supplemented, where appropriate, by School/Institute based provision. Research students must meet the requirements relating to the completion of online courses. The courses and resources available are a mix of in-house design (I), Videos from Angel Productions (AP) and online courses provided by Epigeum (E). Full details about which courses are compulsory or optional can be found on page 29 of this document. For research students who started before 1 August 2009 engagement in these courses is highly recommended but not mandatory.

Initially these courses were provided via the University’s WebCT virtual learning environment (VLE), however, during summer 2011 these courses have migrated to a new VLE; Moodle 2, which will be accessible via the Portal. The Moodle 2 site will also contain a wider range of resources to support both research students and their supervisors.

The University has not been prescriptive about the order the courses need to be completed as the research topic and research methods used can vary significantly from programme to programme. Students may also find that there are courses required that are not overly relevant to their current research degree, e.g. project management. Students should remember that the UK Research Councils and the Quality Assurance Agency for Higher

Education encourage students to develop generic research skills that enhance their overall understanding of and performance in the wider research environment – not just those directly related to their current research.

The courses can be located by following these steps:

- **Log in to the Portal**
- **Select the “MyLearning” Tab (“Students” Tab for staff)**
- **Select “Visit my courses”**

Research Skills – Epigeum and PGRDP “Strand 1”

The Epigeum suite of research skills courses aim to provide a foundation in their given topic area, to be supplemented as needed by additional study. For each course there is a main learning module, a terminal assessment (minimum 90% pass mark is required) and a feedback form.

It should be noted that the suite of online courses is NOT intended to replace any research related training and development undertaken within the school/institute.

Students should use the table in Section 5 of the Research Student Log and Professional Development Portfolio (www.gre.ac.uk/research/current/logbook) to record the completion of the courses. Once the required courses have been completed a copy of the table should be sent to the Postgraduate Research Office for checking. Once all of the required courses have been completed the PGRO will send a completion certificate to the student. Please note approximately 70% of the courses must be completed by the student before transfer from MPhil to PhD registration or transfer from taught to research thesis stage for professional doctorates. The remaining courses must be completed before the student can apply for approval of their examination arrangements

IMPORTANT

With effect from August 2011 all new students will be required to participate in the new Research Skills programme – these courses make up “Strand 1” of the PGRDP, which will be delivered on campus and will be supported by the Epigeum online courses in a blended learning approach. The programme will be run twice per year, October to December and January to April. UK-based full-time Research students starting from Easter 2011 MUST attend all courses AT THE FIRST AVAILABLE OPPORTUNITY irrespective of their home campus. Failure to do so will result in the student’s registration with the university being withdrawn. At the time of writing, the courses have not been finalised, but they are likely to include:

- **What is a PhD?**
- **The role of literature search and review – What is the leading edge business and/or professional practice?**
- **Getting the most out of supervisors – Student and supervisor’s responsibilities, university review, monitoring and quality assurance processes**
- **Project planning and time management**
- **Qualitative and quantitative methods, including mixed methods**
- **Research integrity, ethics, intellectual property and confidentiality**

- **Networking – getting to know research leaders and peers**
- **Continuing personal and professional development**
- **Getting published: Journal and conference presentations, authorship and peer review**
- **Thesis construction, presentations and the viva voce oral examination.**

Part-time and distance learning students will be required to view online recorded versions of the courses and complete an assessment. The intention is that these will be available by May/June 2012 on the Moodle site.

Online Moodle Courses for Research Students	
Course/module	Recommended/ Compulsory
Group 1 - To be completed before submission of RDA2 for MPhil/PhD, before submission of RDA6 for MPhil only and PhD Direct or before transfer from the taught phase to the thesis/research phase for EdD students	
Research Student Roles and Responsibilities Development (I)	This course is compulsory for students who are not based at the University
Research Skills - Video: An Introductory to Research Skills (E)	Compulsory
Research Skills - Project Management (E)	Compulsory
Research Skills - Research Methods in Literature Review (E)	Compulsory
Research Skills - Research Methods (Arts & Humanities) (E)	Completion of the most appropriate course is compulsory and engagement with all other courses is recommended
Research Skills - Research Methods (Social Sciences) (E)	
Research Skills - Research Methods (Sciences) (E)	
Research Skills - Ethics 1 Good Research Practice (E)	Compulsory
Research Skills - Ethics 2 Working with Human Subjects (E)	Compulsory
Managing your Research Supervisor or Principal Investigator (E)	Compulsory
Research Skills - IP in the Research Context (E)	Compulsory
Video: Good Doctorate (AP)	Recommended
Video: Good Supervision (AP)	Recommended
Video: Good Presentation (AP)	Recommended
PLATO programme on plagiarism (Univ of Derby)	Recommended
Group 2 - To be completed before submission of RDA6 for all students	
Selecting a Conference, Presenting & Networking (E)	Compulsory
Research Skills - Getting Published In The Arts (E)	Completion of the most appropriate course is compulsory and engagement with the other course is recommended
Research Skills - Getting Published In The Sciences (E)	
Career planning in the Arts, Humanities & Social Sciences (E)	Completion of the most appropriate course is compulsory and engagement with the other course is recommended
Career planning in the Sciences (E)	
Video: Good Viva (AP)	Recommended

LLM/MA/MSc by Research students will be expected to acquire investigative, enquiry, analytical, evaluative, reflective, and communication skills during the course of programme of study. Advice of the acquisition of these skills will be assessed by the Examiners of the research element of the programme through a combination of the thesis and the oral examination. Guidance can be provided on what is required to develop these skills from the Supervisor.

Learning, Teaching and Assessment for Postgraduate Research Students “Strand 2”

“Strand 2” of the Postgraduate Researcher Development Programme, which needs to be completed by the student during their first year of study, aims to provide a foundation in teaching, learning and assessment, and will equip the student with the necessary skills to provide support in teaching related activities. Even if a student does not wish to participate in teaching related activities they must complete this strand. It is expected that the course will be made up of five 3-4 hour sessions. **Please note unless a student has attended this or one of the approved precursor programmes or has approved AP(E)L they are prohibited from any involvement in teaching related activities at the university.**

Further details on Strands 3,4, and 5 of the PGRDP are under development at the time of writing, information about which will be made available in due course.

Supervisor Development

It is a requirement of both the Researcher Development Framework and the QAA Code of Practice that supervisors engage in a programme of professional development. The university has recently introduced a three day “Supervising Research Students” course aimed at new supervisors and Early Career Researchers. This is supplemented by continuing professional development sessions for more experienced research supervisors and, for those involved in the recruitment and selection of research students, a focused course covering the main differences between staff and research student recruitment. It is planned to introduce a conversion course in 2011/2012 for staff who have attended the staff recruitment course but not the sister event for research students.

General Points

The Postgraduate Research Office can provide students and supervisors with further information and advice with regard to the research skills and professional development courses. Please contact the Postgraduate Research Office on +44 (0) 1634 883870 (extension 43870) or by e-mailing postgraduateresearch@gre.ac.uk.

In addition to the courses and support available from your school/institute and/or the wider university there are numerous sources of information available on the Internet. Some examples have been provided below and in the resources section of the Moodle site:

Website	Overview
http://www.businessballs.com/kolblearningstyles.htm	This site provides an overview of the way different people learn and there are links to tools that can help students identify what their learning preferences are (note the word "preference"... it does not mean students do not learn using a wide variety of approaches it only indicates an individuals preferred way of learning). This can help a student when identifying development opportunities during their degree and indeed after they have left the university.
http://www.studygs.net/	Study guides and strategies website. Provides links to a wide range of resources and tools, e.g. time management, problem solving, learning to learn, etc
http://vitae.ac.uk/1218/Postgraduate-researchers.html	Part of the "Vitae" website which contains valuable information both for research students and research supervisors and post doctoral researchers – navigate using the links on the left-hand side of the page
http://vitae.ac.uk/1223/Time-management.html	Part of the "Vitae" website, in this case looking at time management. Follow the hyperlinks to investigate particular aspect of time management, e.g. procrastination
http://vitae.ac.uk/1349/General-personal-review-.html	Part of the "Vitae" website which deals with career development.
http://vitae.ac.uk/1350/SWOT-analysis.html	Part of the "Vitae" website, in this case looking at SWOT analysis in the context of career development
http://gradschool.about.com/od/procrastination/Time Management and Procrastination.htm	About.com Graduate School – Time management resources
http://www.soas.ac.uk/research/rsp/resources/	School of Oriental and African Studies of the University of London – an extensive collection of resources and video clips – useful for any research student
http://port.igrs.sas.ac.uk	Postgraduate Online Research Training from the School of Advanced Studies of the University of London – a collection of useful resources and video clips – Humanities and Social Science students are the target audience but the site is appropriate for other disciplines

Section E - Research Integrity

Code of Practice for Research: Promoting good practice and preventing misconduct

The University is committed to supporting the principles espoused in the “Code of Practice for Research: Promoting good practice and preventing misconduct” which has been produced by the UK Research Integrity Office. All research students and their supervisors are expected to meet these standards of good practice. The code can be viewed at:

<http://www.ukrio.org/resources/UKRIO%20Code%20of%20Practice%20for%20Research.pdf>

In summary, organisations and researchers should be guided by the Principles set out in the Code. These Principles aim to encourage all involved in research to consider the wider consequences of their work and to engage critically with the practical, ethical and intellectual challenges that are inherent in the conduct of high quality research, rather than treating the code of practice as just another procedure to be followed. The Principles cover the following areas:

- **EXCELLENCE:** organisations and researchers should strive for excellence when conducting research and aim to produce and disseminate work of the highest quality. The Code, its Principles and its Standards are intended to support these goals.
- **HONESTY:** organisations should work to create and maintain a culture of research that fosters and supports honesty in research. Researchers should be honest in relation to their own research and that of others. They should do their utmost to ensure the accuracy of data and results, acknowledge the contributions of others, and neither engage in misconduct nor conceal it.
- **INTEGRITY:** organisations and researchers must comply with all legal and ethical requirements relevant to their field of study. They should declare any potential or actual conflicts of interest relating to research and where necessary take steps to resolve them.
- **CO-OPERATION:** organisations and researchers should promote the open exchange of ideas, research methods, data and results and their discussion, scrutiny and debate, subject to any considerations of confidentiality.
- **ACCOUNTABILITY:** organisations and researchers should recognise that in and through their work they are ultimately accountable to the general public and should act accordingly. They should ensure that any research undertaken complies with any agreements, terms and conditions relating to the project, and allows for proper governance and transparency. Researchers should follow the requirements and guidance of any professional bodies in their field of research. Researchers who are members of a regulated profession must follow the requirements and guidance of the body regulating their profession.
- **TRAINING AND SKILLS:** organisations should provide training and opportunities for development for their researchers, and the necessary resources to enable them to conduct research to the required standards. They should support researchers in identifying unmet needs for training and development. Researchers should ensure that they have the necessary skills, training and resources to carry out research, in the proposed research team or through collaboration with specialists in relevant fields, and report and resolve any unmet needs identified.

- **SAFETY:** organisations and researchers should ensure the dignity, rights, safety and wellbeing of all involved in research and avoid unreasonable risk or harm to research subjects, patients, participants, researchers and others. They should report and address any concerns relating to the dignity, rights, safety and well-being of those involved in research. Research should be initiated and continued only if the anticipated benefits justify the risks involved.

Research Integrity Checklist

To aid researchers to consider wider issues relating to their research, the UKRIO has produced a checklist – see page 34.

Plagiarism

Plagiarism can occur in a variety of ways, for example:

- i) Using published work without referencing to the original source or authors
- ii) Copying published work but with minor paraphrasing
- iii) Copying essays/documents or allowing one's own work to be copied by others
- iv) Using work previously submitted for another award
- v) Collaborating with any other person when the work is supposed to be individual
- vi) Taking another person's computer file/ program/ designs/ drawings etc without permission and without fully attributing the contribution the other person
- vii) Submitting another person's work as one's own
- viii) Using unacknowledged material published on the web
- ix) Purchase and utilisation of model theses from whatever source
- x) Copying another student's results.

*The "Academic conduct, cheating and plagiarism" channel on the University Portal gives information about plagiarism including the full version of the University *Regulations Governing Suspected Plagiarism & Examination Offences (September 2007)*. The regulations can also be found at this web page:*

<http://www.gre.ac.uk/students/regs/plagiarism>

The University expects research students to uphold the highest levels of honesty and integrity. If a student is suspected of plagiarism, the circumstances will be fully investigated and treated seriously. If a student is found to have participated in plagiarism he/she could face exclusion from the University and/or any award issued by the University being rescinded. Students and Supervisors are strongly advised to look at the online plagiarism tutorials. Guidance on how to access the PLATO tutorials relating to plagiarism can be found “Resources for research students and supervisors” of the Moodle site for research students and supervisors.

Recommended Checklist for Researchers

The Checklist lists the key points of good practice in research for a research project and is applicable to all subject areas. More detailed guidance can be found in section 3.

Before conducting your research, and bearing in mind that, subject to legal and ethical requirements, roles and contributions may change during the time span of the research:

- 1 Does the proposed research address pertinent question(s) and is it designed either to add to existing knowledge about the subject in question or to develop methods for research into it?
- 2 Is your research design appropriate for the question(s) being asked?
- 3 Will you have access to all necessary skills and resources to conduct the research?
- 4 Have you conducted a risk assessment to determine:
 - a whether there are any ethical issues and whether ethics review is required;
 - b the potential for risks to the organisation, the research, or the health, safety and well-being of researchers and research participants; and
 - c what legal requirements govern the research?
- 5 Will your research comply with all legal and ethical requirements and other applicable guidelines, including those from other organisations and/or countries if relevant?
- 6 Will your research comply with all requirements of legislation and good practice relating to health and safety?
- 7 Has your research undergone any necessary ethics review (see 4(a) above), especially if it involves animals, human participants, human material or personal data?
- 8 Will your research comply with any monitoring and audit requirements?
- 9 Are you in compliance with any contracts and financial guidelines relating to the project?
- 10 Have you reached an agreement relating to intellectual property, publication and authorship?
- 11 Have you reached an agreement relating to collaborative working, if applicable?
- 12 Have you agreed the roles of researchers and responsibilities for management and supervision?
- 13 Have all conflicts of interest relating to your research been identified, declared and addressed?
- 14 Are you aware of the guidance from all applicable organisations on misconduct in research?

When conducting your research:

- 1 Are you following the agreed research design for the project?
- 2 Have any changes to the agreed research design been reviewed and approved if applicable?
- 3 Are you following best practice for the collection, storage and management of data?
- 4 Are agreed roles and responsibilities for management and supervision being fulfilled?
- 5 Is your research complying with any monitoring and audit requirements?

When finishing your research:

- 1 Will your research and its findings be reported accurately, honestly and within a reasonable time frame?
- 2 Will all contributions to the research be acknowledged?
- 3 Are agreements relating to intellectual property, publication and authorship being complied with?
- 4 Will research data be retained in a secure and accessible form and for the required duration?
- 5 Will your research comply with all legal, ethical and contractual requirements?

Section F - Research Ethics

All research which involves human participants or identifiable related data including both physically invasive (e.g. taking blood or saliva samples, affixing sensors to the skin, asking participants to either take or desist from taking medicines, foods, drugs, etc.) or intrusive procedures (e.g. questionnaires, focus groups, interviews, etc.) or animals (note: the University does not hold a licence for animal research), may require formal ethical approval. Depending upon the type of research being undertaken and the status of any human participants the ethics committee to be consulted, and approval sought from, may be different, e.g. National Research Ethics Service.

The University Research Ethics Committee is an independent committee, directly answerable to Academic Council, but liaising with the Research Degrees, Research and Enterprise and the Safety Committees. If the student's application for research degree registration (RDA1a and b) has ethical implications it must be submitted to the Research Ethics Committee after the Research Degrees Committee has considered the proposal and given it their support.

Any research involving human tissue, participants with a mental incapacity, NHS staff, patients or resources and certain applications in the field of social care may, however, need to be referred to the National Research Ethics Service in the first instance using the Integrated Research Application System (IRAS). For research being carried out overseas it may be necessary to obtain ethical approval in the host country.

All information relating to Research Ethics, including policy, guidance, training, procedures and an application form for the University Research Ethics Committee can be found at:

www.gre.ac.uk/research/research_ethics_committee

To contact the Committee's Secretary for advice please e-mail:

research_ethics@gre.ac.uk

PLEASE NOTE APPLICATIONS FOR THE UNIVERSITY RESEARCH ETHICS COMMITTEE SHOULD NOT BE SENT TO THE POSTGRADUATE RESEARCH OFFICE. APPLICATIONS SHOULD BE SENT TO THE SECRETARY, RESEARCH ETHICS COMMITTEE, C/O VICE-CHANCELLOR'S OFFICE, QUEEN ANNE COURT, GREENWICH CAMPUS

Section G - Requirements for the Presentation of the Thesis/ Dissertation

1. It is the candidate's responsibility to ensure that the thesis format is in accordance with the requirements of the university's regulations. Where a candidate wishes to submit in a form which deviates from the university's regulations, this will require the express permission of the Research Degrees Committee.

2. The text of the thesis should not normally exceed the following length (excluding ancillary data in appendices, tables, bibliography, etc.):

PhD in Science, Engineering, Art and Design	40,000 words
MPhil in Science, Engineering, Art and Design	20,000 words
PhD in Humanities, Social Sciences, Education and Business	normally up to 100,000 words
MPhil in Humanities, Social Sciences, Education and Business	40,000 words
Professional Doctorate	40,000 words

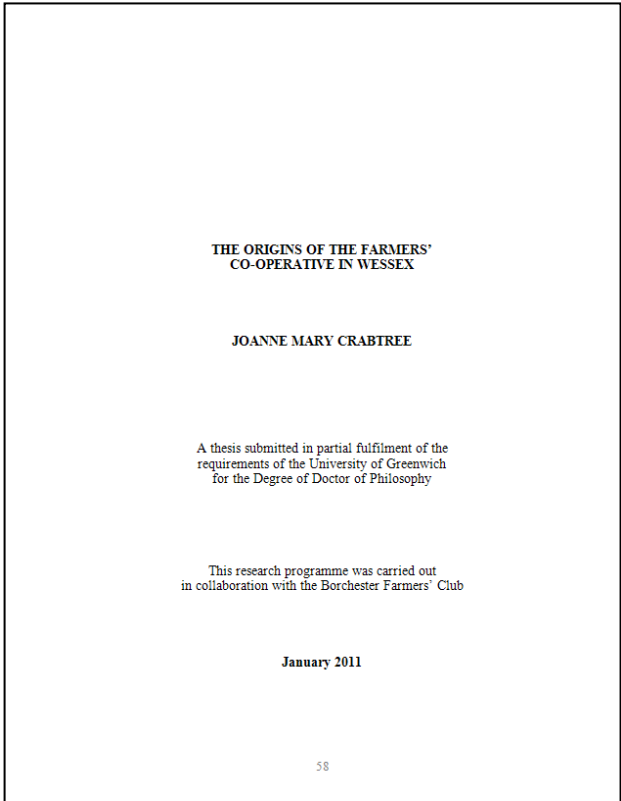
Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written thesis will be within the range:

PhD	30,000–40,000 words
MPhil	15,000–20,000 words
Masters by Research	
- Science, Engineering, Art and Design	Minimum 10,000 words Maximum 20,000 words
- Humanities, Social Sciences, Education, Business	Minimum 20,000 words Maximum 40,000 words

3. Except with the specific permission of the Research Degrees Committee the thesis will be presented in English, and the oral examination will be conducted in English. Permission to submit the thesis and undertake the examination in a language other than English must be sought at the point of registration. If the thesis is in a language other than English, a summary in English of 1,000 words will be included in the thesis.
4. The following requirements will be adhered to in the format of the submitted thesis: where a candidate desires fuller guidance, reference may be made to the British

Standards Institution specification BS 4821 (1990); where the university's regulations differ from BS 4821 in points of detail, a candidate may follow either.

5. The thesis will normally be in A4 format. The Research Degrees Committee may give permission to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format; a candidate using a format larger than A4 should note that the production of microfiche copies and full-size enlargement may not be feasible.
6. The thesis will be presented in a permanent and legible form which has been word processed: where copies are produced by photocopying processes, these will be of a permanent nature; where word processor and printing devices are used, the printer will be capable of producing text of a satisfactory quality.
7. The size of character used in the main text, including displayed matter and notes, will not be less than 2.00 mm for capitals and 1.5 mm for lower case (12 point type Times New Roman font style).
8. All pages should be numbered centred at the bottom of the page.
9. The thesis will be printed on the right side of the paper only, and on white paper within the range of 70–100 g/m²; the margin at the left-hand binding edge of the page will not be less than 30 mm, and other margins not less than 15 mm; one-and-half line spacing will be used in the typescript except for indented quotations and footnotes where single spacing should be used; pages will be numbered consecutively through the main text, including photographs and/or diagrams included as whole pages. Text should normally be justified to both the left and right margin. It is recognised, however, that this requirement could disadvantage some students, e.g. a student with Dyslexia. In these circumstances the student will need to provide a justification for only justifying to one margin.
10. The outside front board will bear in at least 24 point type the title of the work, the name and initials of the author, the qualification and the year of submission; the same information (excluding the title of the work) shall be shown on the spine of the work, reading downwards.
11. The title page will give the following information:
 - the full title of the thesis;
 - the full name of the author;
 - that the degree is awarded by the university;



- the award for which the thesis is submitted in partial fulfilment of its requirements;
- the collaborating establishment(s) if any (to be included only if formal collaboration has been notified to and approved by the Research Degrees Committee);
- the month and year of submission.

See example.

12. A declaration will be bound into the thesis (page ii, and headed DECLARATION), signed in ink and dated by the student and supervisor:

*“I certify that this work has not been accepted in substance for any degree, and is not concurrently being submitted for any degree other than that of (*name of research degree as appropriate – see list below) being studied at the University of Greenwich. I also declare that this work is the result of my own investigations except where otherwise identified by references and that I have not plagiarised the work of others”.*

- * Doctor of Philosophy
- Master of Philosophy
- Doctorate in Education
- Doctor of Business Administration
- Masters by Research

13. If incorporated work has already been submitted for a degree or comparable award, then the extent of the work and the award must be indicated within the declaration.
14. Acknowledgements (page iii) headed **ACKNOWLEDGEMENTS** in upper case bold centred at the top of the page. It is usual for the student to express thanks to the people who have provided particular help, services or advice during the study. Acknowledgements must be limited to a maximum of one page.
15. Abstract (page iv) headed **ABSTRACT** in upper case bold, centred at the top of the page. The purpose of the abstract (which is usually the last part to be written) is to provide a synopsis of the thesis stating the nature and scope of the work undertaken, outline concisely the aims and objectives of the project work and what was accomplished and of the contribution made to the knowledge of the subject treated. It should be no more than 300 words in length.
16. Table of contents (page v) headed **CONTENTS** in upper case bold, centred at the top of the page. Numbered headings are printed down the left of this page, with sub-sections where appropriate. Page numbers are listed down the right side of the page.
17. List of Tables/Figures (where appropriate) (page vi) headed **TABLES** and/or **FIGURES**. The legends of the tables/figures are printed down the left of the page. Page numbers are listed down the right side of the page. The list should follow the order in which the tables/figures are located in the text.

The Main Text

18. There may be some variation in sub-headings, depending on the type of report and subject area. The order of the sections may also vary. The supervisor will advise the student on what is most appropriate for their work. A science practical report might include:

- INTRODUCTION
- METHODOLOGY/EXPERIMENTS
- RESULTS
- DISCUSSION
- CONCLUSION
- FUTURE WORK
- REFERENCES
- APPENDICES

A social science thesis might include chapters as follows:

- INTRODUCTION
- LITERARY REVIEW
- METHODOLOGY
- ANALYSIS
- REFLECTION/DISCUSSION
- CONCLUSION

An alternative order may combine RESULTS and DISCUSSION sections into one heading DISCUSSION OF RESULTS. The main body of the text should always have the INTRODUCTION first and the CONCLUSION, FUTURE WORK, REFERENCES and APPENDICES in this order at the end. The sections EXPERIMENTS, RESULTS DISCUSSION may vary. For example, EXPERIMENTS may be METHODOLOGY, or another appropriate heading. RESULTS might be replaced by STATISTICAL ANALYSIS or CRITICAL ANALYSIS.

INTRODUCTION. Headed at the centre of the page. This section would normally set the scene for the student's work and should include a brief literature review of the topic being studied. The aim(s) of the project/dissertation should also be included in this section.

EXPERIMENTS/METHODOLOGY. Headed at the centre of the page. Details of procedures/methodologies used, how they were conducted or critically evaluated (together with instrumental conditions or statistical approaches used in collecting

and analysing data, if applicable). The work should be reported in sufficient detail to allow others to repeat or test the work.

RESULTS. Headed at the centre of the page. If applicable to the subject areas, a collection of data obtained as a result of the above experimental procedures, or the results of fieldwork, questionnaires, surveys or other data gathering techniques. Relevant typical, supporting data may be included in the APPENDICES if preferred. It is important to tabulate as much data where possible, because this may tease out important trends and correlations. Data can thus be seen to be presented critically. Equally, an uncritical collection of every printout obtained is not recommended: it leads to excessive length and indicates lack of analysis of important results.

DISCUSSION. Headed at the centre of the page. This section may be combined into DISCUSSION OF RESULTS with the previous section replaced. This should consist of discussion of the results obtained, i.e. a critical assessment of what has been found, and whether or not the objectives of the work have been achieved.

Whether objectives have or have not been achieved, an assessment of what and how should be included to demonstrate understanding of the successes or problems encountered. Deviations from the original methodology or from published results should also be discussed. Negative results or apparent failures are normally worth reporting and evaluating.

CONCLUSIONS. Headed at the centre of the page. This section requires a critical assessment of what has been achieved and the overall implications, including the student's own conclusions drawn from the work. It does not need to be long, but it needs to be clearly stated and argued.

FUTURE WORK. Headed at the centre of the page. This section follows logically from the discussion and the conclusions drawn. It might suggest an alternative approach or remedies for things which did not work. It might also show ways in which additional supporting experimental design or alternative conceptual approaches could contribute to produce better results, or a greater understanding of the problem described in the findings.

REFERENCES. Headed at the centre of the page. There are several approved methods of citation. References within the text should be numbered. The supervisor will advise according to subject area: whatever the conventions used, they must be consistent. In the reference section, all the authors must be given, although in the text it is usual to write Brown et al with reference number or year.

An example of journal citation:

D.J. Brown and K. Ienaga, J. Chem. Soc. Perkin Trans I. 1975, 2182

Follows the sequence:

Authors(s), Journal Title, Volume number, Year, Page number

An example of a book citation:

A. B. Brown in Methods of Organic Synthesis, 5th Edition, Editor: J.P. Green, Longmans, 1989, p110–165

Follows the sequence:

Authors(s), Title of Book, Edition, (Editor) Publisher, Year, Page numbers.

The style is that of the Royal Society of Chemistry, and represents one model only. The Harvard convention for referencing is also widely used.

NB: Referencing is an important aspect of academic writing. The student must reference their sources of information because:

- (i) all arguments must be based on evidence from reliable and credible primary or secondary sources, backed up by references;
- (ii) credit must be given to other people's work: absence of references constitutes plagiarism, which is illegal.

The use of good primary and secondary references is essential to the production of a good project/dissertation thesis.

Confidentiality and restricted access to theses

19. Where a candidate of the university wishes the thesis to remain confidential for a period of time after completion of the work, application for approval will normally be made to the Research Degrees Committee at or before the submission of the Application for Approval of Examination Arrangements (RDA6a).
20. The period approved will not normally exceed two years from the date the Committee confirms the examiners recommendation to award the degree. Where a shorter period of confidentiality would be adequate, the Committee will not automatically grant confidentiality for the maximum period of two years. In cases where the need for confidentiality emerges at a stage after approval of the examination arrangements, an application for the thesis to remain confidential should be made immediately to the Research Degrees Committee. Retrospective applications for confidentiality will not be considered where:
 - thesis title page and abstract have been lodged with the British Library, or
 - either the thesis title or an electronic copy of the thesis have been made available through the Greenwich Academic Literature Archive (GALA).
21. While the normal maximum period of confidentiality is two years, in exceptional circumstances the Research Degrees Committee may approve a longer period.
22. Where the Research Degrees Committee has agreed that the confidential nature of a student's work is such as to preclude the thesis being freely available through any of the avenues set out above, the thesis will, immediately on completion of the programme of research, be retained by the University on restricted access for a time not exceeding the approved period. During this time the thesis will only be made available to those who were directly involved in the research, along with the Chair and Secretary of the Research Degrees Committee.
23. The Research Degrees Committee will normally only approve an application for confidentiality in order to enable a patent application to be lodged or otherwise to protect commercially sensitive material which is the subject of an obligation of

confidentiality to a third party. The availability of a thesis may not be restricted in this way in order to pursue or protect research leads.

24. Where a student does not wish his/her thesis to remain confidential for a period of time after completion of the programme of research, the University, through the main supervisor, may, on good grounds or where there is an overriding commercial concern or obligation of confidentiality to a third party, request that the student's thesis is placed on restricted access in accordance with the procedure set out above.

Final Reminders

25. The assessment criteria for the thesis will include presentation standards, a critical literature survey, evidence of good experimental skills/data collection, critical analysis and evaluation, and a well-based set of conclusions.
26. A thesis may be submitted for examination either in a permanently bound form or in a temporarily bound form which is sufficiently secure to ensure that pages cannot be added or removed (e.g. as in 'perfect binding' or spiral binding) and in which pages are paginated.
27. The thesis will be presented in a permanent binding of the approved type, accompanied by a CD/DVD containing an electronic copy of the thesis (pdf file format is to be used unless an alternative is agreed in advance), before the degree may be awarded. A thesis submitted in a temporarily bound form will be in its final form in all respects save the binding. In such cases the candidate will confirm that the contents of the permanently bound thesis are identical with the version submitted for examination, except where the amendments have been made to meet the requirements of the examiners.

The university does not recommend an approved thesis binding company, although research students who have recently completed their research degrees have been known to use the following:

Bindwell Bookbinders
Stanley Works, Stanley Road,
Sidcup, Kent DA14 4DQ
Tel: 020 8309 6065

J Muir & Co Bookbinders
64-68 Blackheath Road
London, SE10 8DA
Tel: 020 8692 7565

Phil Twinstrong
Rochester
Kent
07708 881361
aintakiddinmatey@blueyonder.co.uk

For a Doctoral (PhD and EdD) thesis the cover should be Black and for Masters (MPhil or Masters by Research) the cover should be Navy Blue.

28. Where a candidate's research programme is part of a collaborative group project, the thesis will indicate clearly the candidate's individual contribution and the extent of the collaboration.
29. The candidate will be free to publish material in advance of the thesis but reference will be made in the thesis to any such work. Copies of published material should either be bound in with the thesis or placed in an adequately secured pocket at the end of the thesis subject to any restrictions imposed under the "Confidentiality and restricted access to theses" section – see page 41.
30. The copies of the thesis submitted for examination will remain the property of the university but the copyright in the thesis will be vested in the candidate.
31. Following the award of the degree, the Secretary of the Research Degrees Committee will send an electronic copy of the thesis to the University library (to be stored in GALA).

Section H - Complaints and Appeals Procedures

Complaints Procedure

1. Informal

- 1.1 In the first instance, a student should attempt to resolve any complaint informally with their supervisor(s) – Research students can contact the Informal Complaints Officer in the Postgraduate Research Office (01634 883870 – extension 43870) for an informal discussion, for advice and/or to assist with the management of the complaint. The Informal Complaints Officer can help resolve the complaint using various approaches including mediation. This may include liaising with the school/institute's senior management where this may help facilitate the resolution of the complaint, e.g. where a complaint relates to the availability of resources. Such contact will be discussed and agreed in advance with the complainant. Alternatively, a complainant may attempt to deal with the complaint informally themselves by contacting the school/institute's postgraduate tutor, who will attempt to arbitrate within the school/institute.

2. Formal

- 2.1 If it is not possible to resolve a complaint informally, the complainant should contact the Dean of School/Institute (or Director of Research) who will assume responsibility for progressing the complaint. Where a complaint cannot be resolved within the school/institute, it will be referred in the first instance to the Chair of the Research Degrees Committee. If the issue is not resolved here then it will be referred to an investigating panel established by the Research Degrees Committee to decide upon the matter.
- 2.2 Any student who wishes to appeal against disciplinary procedure including exclusion may present a complaint formally to the Chair of the Research Degrees Committee. Where the Dean of School/Institute or Director of Research is the supervisor concerned, and the complaint has not been resolved by the supervisor/postgraduate tutor, the investigating panel will be established by the Director of Postgraduate Research/Dean of School/Institute respectively. The student can seek emotional support from the Office of Student Affairs, Student's Union and, for Medway based students, the Universities at Medway Student's Association (UMSA).
- 2.3 The complaint, unless otherwise resolved, may then be heard before a Review Panel consisting of a Chair and two members of the Research and Enterprise Committee, with the Secretary of the RDC in attendance, none of who will have been involved in the supervision of the student's study or previously involved in dealing with the complaint. The student may be accompanied at the hearing by a friend who has not been connected with making the decision against which the complaint is being made.
- 2.4 The decision of the Review Panel in respect of the complaint or appeal against disciplinary procedure presented will be final.

2.5 On receipt of a formal complaint the recipient should contact the Secretary of the Research Degrees Committee for advice. The Secretary of the RDC, who will act as a co-ordinator will ensure the stages of the complaints procedure are followed. The Secretary of the RDC will respond to the complainant within ten working days.

2.6 Any hearing under the formal complaints procedure will proceed as follows:

During the hearing:

1. The Chair of the Panel will outline the procedure of the meeting to both parties.
2. The Chair of the Panel will ask the appellant to present his or her case in support of the appeal and to introduce any friend, including what their status is, in support of the case.
3. Members of the Panel may ask questions of the student and/or friend.
4. The appellant will be asked to leave the meeting and the Panel will consider the evidence in private.

After the hearing:

5. After considering the evidence the Panel may decide as follows:
 - that the complaint is upheld and an action plan will be identified and mediation work undertaken to repair the student/supervisor relationship;
 - that the complaint be dismissed.
6. The Secretary of the Research Degrees Committee will notify the appellant in writing within 10 working days of the hearing of the decision of the Panel.
7. If the student remains unhappy with the decision he/she can
 - i) where a hearing was at the school/institute level, appeal to the Chair of the Research Degrees Committee
 - ii) where a hearing was by an Appeal Panel authorised by the Research Degrees Committee, appeal to the Deputy Vice-Chancellor (Research and Enterprise)
 - iii) where a hearing was by a Review Panel authorised by the Research and Enterprise Committee, make representation to the Office of the Independent Adjudicator for Higher Education.

Appeals Procedure

- 1.1 A request for a review of an examination decision on the grounds of:
- (i) circumstances which affected the candidate's performance of which the examiners were not aware;
 - (ii) procedural irregularity; or
 - (iii) unfair or improper assessment, however, it must be emphasised, a student cannot appeal against academic judgement;

will be considered by a Review Panel, whose decision shall be final. Please note that issues relating to the standard of supervision will NOT be considered at an appeal hearing as the student should have raised any concerns in this area previously using either the informal or formal complaints procedures (see page 44).

- 1.2 A Student has twenty days to appeal from the date of receiving notification of the result (to the Secretary of the Research Degrees Committee) and a further ninety days to put together a defence of the appeal to the Secretary.
- 1.3 Further information with regard to the review/appeal of an examination decision can be found in Regulation G6 in the Academic Regulations for Research Awards.

Section I - Guidance for Supervisors and Students on their respective Roles and Responsibilities including Good Supervisory Practice.

1 Introduction

- 1.1 This guidance provides the minimum expectations for research students, their supervisors and schools/institutes. It is anticipated that these guidelines will be supplemented by separate school/institute guidelines covering specific school/institute practice.
- 1.2 This guidance is subject to regular revision by the university, and should be read by students and their supervisors in conjunction with the Academic Regulations for Research Awards.
- 1.3 This guidance is written for postgraduate research students who are engaged in one of the following research degrees:
 - Research Doctorate (PhD)
 - Professional Doctorate (e.g. EdD, DBA)
 - Doctorate by Published Work (PhD by Published Work)
 - Masters of Philosophy (MPhil)
 - Masters by Research (LLM/MA/MSc)
- 1.4 The university considers that research students should complete in good time as defined for their particular choice of degree within the Academic Regulations for Research Awards. These guidelines establish good practice to enable students to do so. It is a key responsibility of supervisors to, as much as is practicable, ensure their student(s) complete their programme in a timely manner.
- 1.5 The establishment of a harmonious relationship between the research student and the supervisor(s) depends on the participants understanding each other's concerns and treating each other with courtesy and respect.
- 1.6 The university, through the Research Degrees Committee, and the Dean of School/Institute or School/Institute Director of Research are ultimately responsible for relations between the student and supervisor(s), and if this relationship breaks down, steps must be taken to implement procedures to facilitate its repair or replacement. If the relationship breaks down then the student and/or supervisor should seek support and advice from the Director of Research within the school/institute or ask for arbitration from the Postgraduate Research Office or support from the Student Union.
- 1.7 The university should encourage students to communicate with one another, and ensure that there is an adequate student representative organisation to raise issues and problems and encourage cross-fertilisation between students.

2 Recruitment, Selection and Admissions for MPhil/PhD students

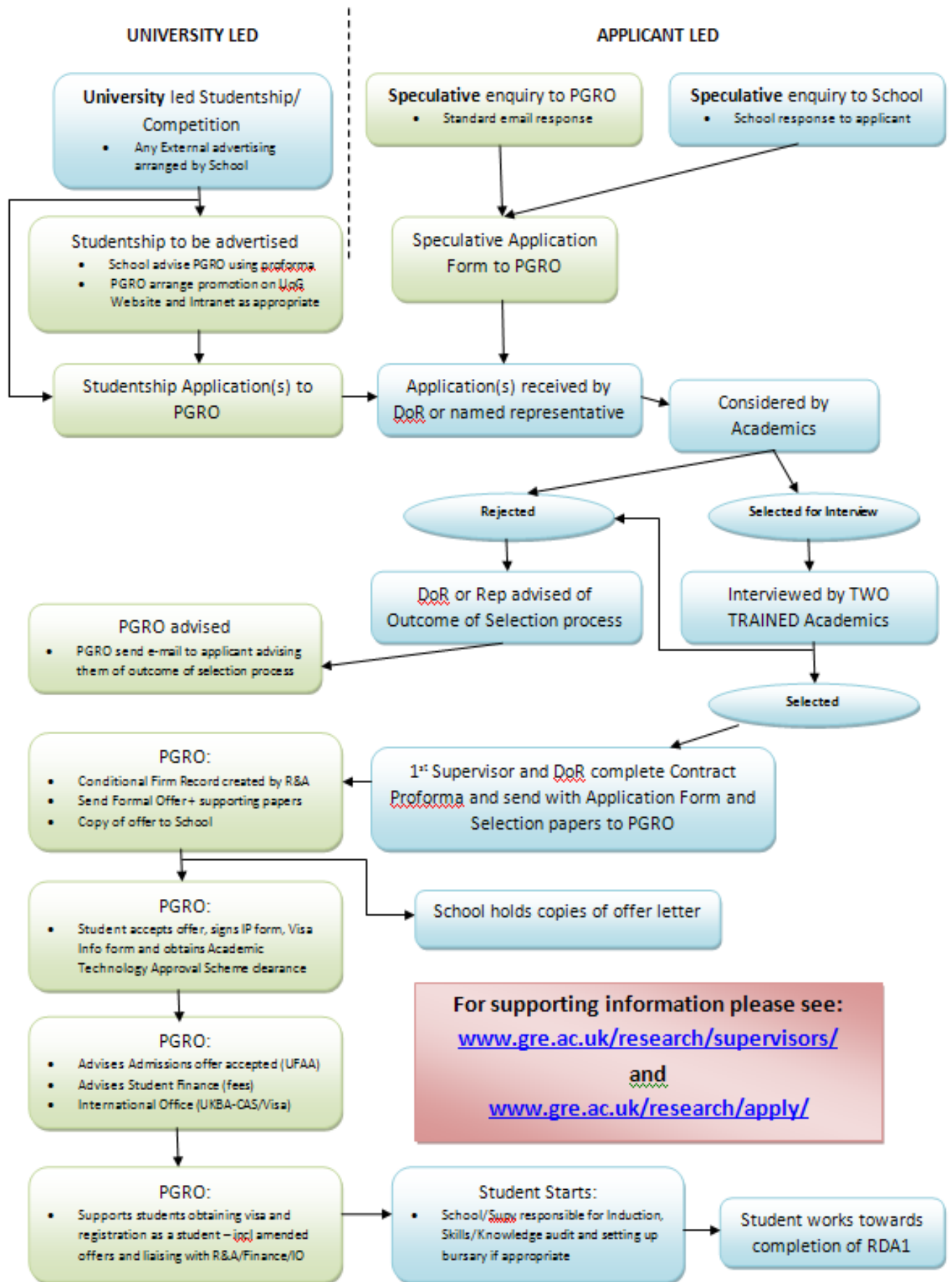
- 2.1 Admissions for research programmes other than MPhil/PhD are managed as follows. Masters by Research programmes are processed via the paperless admissions as for a taught programme. DBA and EdD admissions are processed within the Business School and School of Education respectively, however, they do use the “Application Form for Research Degrees MPhil, PhD, DBA and EdD Programmes” rather than the paperless admissions system.
- 2.2 For MPhil/PhD recruitment, selection and admissions please see flow diagram on page 50 and guidance available for supervisors at: www.gre.ac.uk/research/supervisors.
- 2.3 Where a research studentship exists this needs to be filled using an open, fair and transparent recruitment and selection process. Schools/Institutes should contact the Postgraduate Research Office (PGRO) on 01634 883870 (x43870) to discuss the requirements of the studentship. The PGRO will provide the school/institute with a “Studentship Pro-forma” to complete – this details the role and person specifications to be used during later shortlisting and selection. Once complete this should be returned to the PGRO along with a draft advertisement and a cost code for the recharging of any advertisements arranged by the PGRO. The PGRO will check the Studentship Pro-forma and edit the advertisement as necessary and format in to a “house style”. Once both documents have been agreed with the school/institute the PGRO will arrange for the studentship details to be placed on the university’s website (<http://www2.gre.ac.uk/research/study/studentships>) and for the advertisement to be placed on www.jobs.ac.uk and on the university’s “Opportunities” web pages. Additional advertising is normally arranged by the school/institute themselves using the agreed advertisement.
- 2.4 Application forms for applicants to both studentships and speculative applications should be sent to the Postgraduate Research Office where they will be logged and forwarded to the school/institute for assessment. In the case of an advertised studentship, application forms received after the closing time/date will not be considered but will be retained for consideration if the studentship is re-advertised. The selection process should involve a minimum of two members of school/institute staff trained in recruitment and selection techniques. Shortlisting should be carried out independently using an agreed person specification which details essential and desirable criteria. Shortlisted applicants or speculative applicants the school/institute wish to take forward to interview should be invited by the appropriate School/Institute. Ideally interviews should be face to face, but if this is not possible then video conferencing should be used. Telephone interviews without video should be avoided unless there is no alternative. Further guidance is available online at www.gre.ac.uk/research/supervisors or via the Resources area of the Moodle site for research students and supervisors.
- 2.5 Admission to the university as an MPhil/PhD research student is made formally by the Postgraduate Research Office, on the recommendation of a school/institute, and will specify terms and conditions governing entry to the programme of study. The Director of Research must ensure the student understands if his/her programme will require Academic Technology Approval Scheme (ATAS) clearance and that this will delay the issue of a Confirmation of Attendance for Study (CAS) number and the

subsequent issue of a visa. The school/institute should be satisfied that the applicant is appropriately qualified², motivated to complete the proposed research programme and that there are proper facilities and appropriate arrangements for the supervision of the research. Once a decision has been taken within the school that they wish to accept an applicant, the application form accompanied by a **fully completed** Contract Pro-forma, completed by the Director of Research and the First Supervisor (this should be countersigned by the Dean of School/Director of Institute if the Director of Research is the First Supervisor), should be sent to the Postgraduate Research Office. **Important: The research summary on the pro-forma for international students MUST be between 1000 and 1200 characters long – if not the pro-forma may be returned to the school/institute unactioned – this information is essential for immigration purposes.** Upon receipt of the completed Contract Pro-forma, the Postgraduate Research Office will check the papers and liaise with the Admissions Office to arrange for the student's admissions record to be created and Banner number issued if necessary. The Postgraduate Research Office will then issue the student with a formal offer/contract letter, Joining Instructions, an Assignment of Intellectual Property Rights forms, a CAS Information form, where appropriate, and other important documents to assist their entry/induction into the University. Where necessary the offer letter will contain the required information for the prospective student to apply to the Foreign and Commonwealth Office for clearance under the Academic Technology Approval Scheme (ATAS). A copy of the contract, IP forms and CAS information form, if appropriate, must be signed and returned by the student to the Postgraduate Research Office. Once received, and if appropriate ATAS clearance has been obtained, the Postgraduate Research Office will arrange for the student record to be created. The Postgraduate Research Office will also liaise with Student Finance to ensure any fee exemptions are applied and, where appropriate, the International Office to help facilitate the issuing of a CAS for international students requiring a Tier 4 Student Visa. For students awarded a bursary they should liaise with their Supervisor and School/Institute Office to ensure they are set-up on the University's payroll.

- 2.6 It is a requirement that, under normal circumstances, the research student will submit an application to the Research Degrees Committee for approval of a project for a research degree within six months of registration with the university; or, in the case of Professional Doctorates, in advance of their transfer from the "taught" to the "research thesis" stage. Please note separate requirements exist for students on a Masters by Research programme.

² The University will consider applicants with a minimum of a relevant Bachelor degree with honours (UK or UK equivalent) with a 1st class or 2:1 pass for entry to an MPhil with the possibility of transfer to a PhD programme. Such applicants will not be considered suitable for a direct PhD entry. In addition, applicants where English is not their first language will need to demonstrate competence in English, i.e. a minimum of IELTS 6.5 across all elements, or equivalent, e.g. TOEFL 100 ibt or 600 pbt – this test must have been taken within the previous two years. Exemption from the language requirement will be considered where one of the previously mentioned academic degrees has been obtained using the English language in an English speaking country, for example the UK/Australia/USA/etc.

Appendix 1: Flowchart of Recruitment, Selection and Admissions Process



3 Supervision

- 3.1 Each school/institute should have agreed arrangements in place for the appointment of appropriate and qualified supervisors for the proposed project from the time that the student is offered a place with the university. This is essential for monitoring the progress of the research and the effectiveness of the supervision; for dealing with complaints about supervision, and effecting changes to the supervisory team as appropriate; and for providing counselling for students who would prefer not to consult their supervisor(s).
- 3.2 A research degree candidate will typically have two supervisors who have the appropriate skills and subject knowledge to support, encourage and monitor research students effectively plus a third supervisor who will either be a junior academic in training or a further subject expert. Supervisors are expected to take the initiative in updating their knowledge and skills – The Postgraduate Research Office, in conjunction with the Educational Development Unit and/or Staff Development Unit, organise sessions for initial professional development for new supervisors and continuing professional development (CPD) for more experienced supervisors.
- 3.3 A supervisory team will normally have a combined experience of supervising not fewer than three candidates to successful completion. In the case of a candidate registered for PhD, at least one of the supervisors will have successfully supervised to PhD level. The supervisory team will include the participation of an experienced supervisor who is able to act as a “**Director of Studies**” to the other supervisors. It is recommended that the whole team should meet together a minimum of twice per term, with the First Supervisor having more frequent contact (see 3.5 below).
- 3.4 At least one member of the supervisory team, normally the First Supervisor, will be currently engaged in the research discipline(s) to ensure that the direction and monitoring of the student’s progress is informed by up-to-date subject knowledge and research developments.
- 3.5 One supervisor, who will normally be based at the University of Greenwich, will be appointed as the First Supervisor with responsibility to supervise the candidate on a regular and frequent basis. Where there is a distinction between the academic leadership of the project and the role of the day to day management of the research student, academic leadership would normally be the role of the First Supervisor, irrespective of experience of supervision, and the managerial role would fall to the “Director of Studies”. However, where two school/institutes are involved in the supervision, the First Supervisor would be drawn from the school/institute in which the student is based.
- 3.6 In all cases the student should have an identified single point of contact, normally the First Supervisor. If this person is not available it should be made clear to the student who will be available to provide advice and support. This information must be available at registration and readily available throughout the programme of study.
- 3.7 Each school/institute should have identified clearly the number of postgraduate research students an academic can successfully supervise at any one time. Consideration needs to be given as to the stage of each student’s research so that

academics and students are able to meet regularly. In appointing supervisors the school/institute needs to be aware of and guided by the supervisor's experience, overall workload; , including teaching, research, administration and other responsibilities, for example, external examining duties and other professional commitments, such as consultancy or clinical responsibilities. Supervisors must provide adequate contact with each research student. Supervisors and students should agree between themselves the level of interaction required and what constitutes sufficient time, in terms of quality as well as quantity in relation to the supervisory role. Normally a supervisor will be responsible for the supervision of only six research degree students including those writing up (It is proposed that the Academic Regulations be amended so that first supervisions count as one and second/third supervisions to count as half of one – no distinction will be made in future between part-time and full-time students). **This is to be exceeded only in exceptional circumstances and with the approval of the Research Degrees Committee.** Supervisors would normally have previous experience of supervision; and it would not normally be appropriate for members of staff on probation or on part-time contracts to act as research degree supervisors except with the approval of the Research Degrees Committee. Where it is proposed to include a supervisor without previous supervisor experience he/she would normally act as an additional second supervisor and the supervisory team will need to include an experienced and senior academic with a track record of successful PhD completions who will act as a mentor.

- 3.8 In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation.
- 3.9 A candidate for a research degree will be ineligible to act as First Supervisor for another research degree candidate and may not act as an examiner for another research student whether at Greenwich or any other university.
- 3.10 The student should meet his/her supervisor at the earliest opportunity to agree on the proposed plan for the programme and identify the initial objectives of the research (taking account of the sponsor's requirements where appropriate). The development and general educational needs of the student must be measured against the Research Council's Joint Skills Statement or, for students starting their research from 1 April 2011, its successor, the Researcher Development Framework; and the means by which the student will communicate progress to the supervisors, and how they will arrange regular meetings, needs to be documented or agreed formally.

4 Responsibilities

- 4.1 The responsibilities of the Dean of School/Institute or School/Institute Director of Research will include:
- the appointment of a member of staff (hereafter termed as postgraduate tutor with particular pastoral responsibility for research students in the school/institute. The name should be lodged with the Secretary of the Research Degrees Committee;

- ensuring that all research students in the school/institute are advised in writing of the expectations for their progress, of any specific review procedures of this guidance and the Academic Regulations for Research Awards and of the procedures and timetables that pertain to the progression of their registration;
- ensuring that no supervisor is overloaded with supervisory responsibilities, beyond the expectations laid down by the Research Degrees Committee; when deciding this, the Dean of School/Institute or Director of Research must take account of supervisors experience, other teaching/management/supervisory responsibilities including the balance between being lead and supporting supervisor;
- ensuring that supervisors have the training and support which they require to undertake effective supervision, which may include attendance at training courses, conferences, etc., and relief from other duties (note: it is a recommendation of the QAA Code of Practice that research student supervisors receive initial and then regular continuing professional development);
- ultimate responsibility for investigating with the supervisor, the student concerned and the postgraduate tutor, complaints of poor supervision, and remedying these as appropriate (except where the supervisor is also the Dean of School/Institute or Director of Research, in which case the responsibility will fall to the Director of Postgraduate Research or Dean of School/Institute respectively). If the supervisory relationship is not working well then alternative, independent sources of advice must be available to the student. Supervisory responsibilities can be changed via the Research Degrees Committee and completion of an RDA5, only after discussion has failed. The Postgraduate Research Office can, at the request of the school/institute or student, provide a mediation service to help resolve concerns between a student and a supervisor (see also Complaints Procedure on Page 44);
- responsibility for ensuring follow-up action arising from annual reports by first supervisors on student progress and feedback by students on their supervision and facilities, including ensuring an appropriate Professional Development Programme is in place;
- the provision of training in appropriate research methods and IT skills for the student;
- ensuring that research students who are given teaching related duties within the school/institute are allocated no more than the permitted maximum (six hours per week, as a guide three hours student contact time and three hours preparation/marking), are provided with a contract within a month of the start of their teaching and have adequate induction, preparation and support to teach/instruct, their teaching is monitored and they are provided with adequate feedback about their performance; and are paid promptly and efficiently. **Please note it is mandatory that research students receive training in teaching skills (unless they can demonstrate acquired prior learning entitling them to an exemption from the training requirement, e.g. PGCE, PG Dip, etc) before being allowed to engage in teaching related activities;**
- the provision of an adequate base and facilities in accordance with national expectations as outlined by the National Postgraduate Committee to enable

research students to carry out their work effectively. These will vary according to different subjects and sites;

- the induction of all new students, and particularly international students, so that they are aware of procedures, personnel and services relevant to their studies, membership of the university, and also of regulations on health and safety;
- making alternative arrangements for supervision in the case of prolonged absence of any member(s) of a supervisory team (e.g. sickness, working overseas or seconded to another role) within six weeks of their unavailability;
- ensuring that the Postgraduate Research Office is notified of any bursary granted to a student, identifying the source of funding, amount and duration.

4.2 The responsibilities of the supervisor(s) will include:

- responsibility to familiarise themselves with the requirements of Section 1 of the current Code of Practice for the Assurance of Academic Quality and Standards in Higher Education – Postgraduate Research Programmes, issued by QAA

www.qaa.ac.uk/academicinfrastructure/CodeOfPractice/default.asp);

- participation in supervision related workshops to share good practice and develop supervisory skills **at least once every two years**;
- knowledge of the student's subject area and theoretical or practical approach to be applied, including providing satisfactory guidance and advice;
- the provision of specialist advice from inside or outside the university where the student's work goes significantly outside the supervisor's field;
- establishing and maintaining regular supervisory sessions between student and supervisor, normally weekly for full-time students and fortnightly for part-time students (and particularly so in their first year and last year). Each session should last for a minimum of an hour uninterrupted by other business. Supervisors should be accessible to students to deal with urgent problems between formal sessions;
- having input into the assessment of a student's developmental needs, in particular reference to the Research Student Logbook and Professional Development Portfolio: www.gre.ac.uk/research/current/logbook;
- request written work from students as appropriate;
- reading and critically commenting on written work as it is produced and identifying, where appropriate, amendments to improve the work within an agreed time-scale;
- assisting new students to plan their time and draw up a programme of work, and monitoring their subsequent progress, particularly in the light of the requirements of funding bodies, including the university;
- informing the Research Degrees Committee on form RDA5 if a student intends to interrupt their studies: it is important to remember that interruptions will be granted for up to one year and will be reviewed at the end of this period to

identify whether the student intends to return to their studies, continue with a further interruption or be discontinued;

- submission of annual progress and appraisal reports, including progress with developmental needs, to the school/institute's representative on the Research Degrees Committee. This report will be reviewed by the school/institute to identify whether progress is being made. The conclusion will be fed back to the supervisor and student and be reported to the Secretary of the Research Degrees Committee on an RDA4b. Both supervisor and student should keep copies of notes made of each of the supervisory meetings and these should be signed by both supervisor and student. If progress is not made then a remedial action plan must be identified and reported to the Research Degrees Committee. Failure to meet the action plan within a specific time-frame could result in the student being discontinued;
- advising the student as they prepare for the transfer process from MPhil to PhD registration;
- awareness of the terms and conditions of research students on bursaries;
- making the student aware if either progress or the standard of work is unsatisfactory, and arranging for any necessary supportive action;
- ensuring, where appropriate, that the data, results and information gathered by the student is freely available to the student;
- ensuring that the student is aware of the university's policy on good scientific practice;
- advising students about university courses which may complement their field of research, and which the student may attend free of charge;
- introducing the student to meetings of learned societies, seminars and workshops, and to other research workers in the field;
- advice to the student on publication and publishers, on writing up the research in the form of papers and the final thesis, and ensuring that the student receives due recognition for contributions to any publication according to the usual conventions in the field;
- ensuring that the student is aware of the need to exercise probity and conduct of his/her research according to ethical principles, and implications of research misconduct, including an understanding of plagiarism;
- ensuring that the student is aware of institutional-level sources of advice, including careers guidance, health and safety legislation and equal opportunities policy;
- providing effective pastoral support and/or referring the student to other sources of such support, including student advisers (or equivalent), postgraduate tutors and others within the student's academic community;
- ensuring that the student is aware of the university's regulations governing the nomination of external and internal examiners;

- awareness of the procedures available to resolve disagreements between student and supervisor and complaints including the role of the OIA (www.oiahe.org.uk/);
- referring students to appropriate counselling or support services as required.

4.3 The responsibilities of the research student will include:

- signing contract/offer letter and returning one copy to the Postgraduate Research Office;
- initial, and thereafter annual, registration in September of each year with the university as a research student together with the prompt payment of the appropriate fees. NB: Students may not seek supervisory advice or support unless they are fully registered for the current academic session;
- initial, and thereafter annual, registration in September of each year, with the university as a research student (members of staff);
- take responsibility for their own personal and professional development, including maintaining their Research Student Logbook and Professional Development Portfolio and the development of research skills including the completion of compulsory online (Moodle) courses;
- in collaboration with the supervisor(s), the preparation of a project proposal to submit to the Research Degrees Committee within six months of registration as a research student with the university (this does not apply to students on Masters by Research programmes);
- setting and keeping to timetables and deadlines, including planning and submitting work as and when required and generally maintaining satisfactory progress with the programme of research, and responding to any guidance/feedback provided by supervisors and advisors;
- completing an annual progress report (RDA4), which must be sent to the school/institute's representative on the Research Degrees Committee, identifying progress or lack of progress and if necessary drawing up a remedial action plan to address the lack of progress; failure to make adequate progress could result in discontinuation from the programme;
- the production of all written work in word-processed form unless otherwise agreed;
- attendance at any school/institute or university induction programme and seminar and any development opportunities (research-related and other) that have been identified as appropriate for the research student to attend;
- the completion of all mandatory online training courses;
- informing their supervisor(s) of other people with whom their work is being discussed;
- seeking out and making regular contact with the supervisor(s), and raising any problems of access with the supervisor(s) in the first instance;

- preparing adequately for meetings with supervisors and keep notes/records of such meetings to send to supervisor to agree and sign;
- for international students, ensuring they comply with all immigration rules as required by the Foreign and Commonwealth Office, UK Border Agency/Home Office and the Police – this includes the Academic Technology Approval Scheme, holding a valid visa for study at the university, and the reporting requirements of the UKBA and Police. Students needing to obtain a new visa should contact the Postgraduate Research Office in the first instance a minimum of three months before their current visa is due to expire.
- familiarity with documentation, regulatory or otherwise, associated with and incumbent upon research students, including academic regulations, health and safety, intellectual property and research ethics;
- making their supervisors aware of any specific needs or circumstances likely to affect their work (including learning disabilities/difficulties, circumstances that may require an interruption to study);
- preparing transfer report and/or theses for and attending oral examinations on the agreed time and date(s) – oral examinations usually take place as part of the transfer process from MPhil to PhD registration and at the end of the research programme.

4.4 The responsibilities of a nominated postgraduate tutor will include:

- the provision of academic and pastoral advice and guidance to the research student community in general within the school/institute over and above that offered by individual supervisors;
- the arrangement of seminars on a regular basis where students can present their work to their peers;
- making the student aware of information on any Research Students Association/Group as part of the orientation process;
- developing the Research Skills Development Programme within the school/institute;
- the collation and distribution within the school/institute of a list of research topics currently in progress in the school/institute;
- liaising with the Postgraduate Research Office to ensure that the student is eligible to be registered with the university, and that the student registers for each year of the programme;
- monitor recordings of supervisory meetings;
- forming a focus discussion group for students to discuss their research degree programmes/Professional Development Programme;
- delegated responsibility for the management of the school/institute related parts of the Complaint Procedure within the school/institute.

5 Monitoring Progress

- 5.1 The programme of work is either submitted to and approved by the Research Degrees Committee or lodged with it. Any subsequent alterations to the proposal, the timetable or the supervision require the approval of the Committee. (This does not apply to students on Masters by Research programmes.)
- 5.2 Students must submit regular written reports on their progress to their supervisor(s), and unsatisfactory reports by either student or supervisor(s) may lead to a reference to, and action by, the Dean of School/Institute or Director of Research (except where the Dean of School/Institute or Director of Research is the supervisor in which case it will be referred to the Director of Postgraduate Research/Dean of School/Institute respectively).
- 5.3 Each year, either on the anniversary of the student's registration with the Research Degrees Committee or on the nominated date applicable within a school/institute, all first supervisors submit a report (RDA4) written jointly with the student on the progress of their students to the school/institute's RDC representative. The form allows students the opportunity to submit a report on their experience of supervision and on the facilities made available to them for their research. A summary analysis from each school or institute, of student reports (RDA4b), along with a representative sample plus any reports highlighting concerns/issues are considered by the Research Degrees Committee. Each year each school/institute will identify how the concerns raised have been resolved. (This does not apply to students on Masters by Research [LLM/MA/MSc] programmes.)

6 Completion

- 6.1 The supervisor(s) and student will agree a timetable for completion to include agreement of the final thesis title, nomination of the examiners, the timing of the oral examination, etc., for submission to the Research Degrees Committee for approval.
- 6.2 The oral examination will take place normally within three months of approval of the examination arrangements by the Research Degrees Committee. Please note there is the potential for conflict between Regulation G1.2 and G1.8. Where this occurs G1.2 will have precedence.
- 6.3 In cases where the thesis is referred for re-examination in revised form, the student will receive written confirmation from the examiners of the changes required for re-presentation. These must be completed within three months for minor amendments and within a calendar year for major amendments (refer to the Academic Regulations for Research Awards for further information).
- 6.4 The above (6.1–6.3) applies to all students except those on Masters by Research programmes. These students will, however, have their examination arrangements approved by the Research Degrees Committee.

Additional information can be found at:

<http://vitae.ac.uk/14862/Supervising-a-doctorate.html> and
<http://vitae.ac.uk/1234/Supervision-and-key-relationships.html>

Section J - Requirements for postgraduate research students studying overseas as part of their approved programme of work leading to the award of a research degree of the University of Greenwich

This document is intended to provide Schools and Institutes with details of their obligations and the arrangements required in connection with their postgraduate research students spending extended periods of time outside of the United Kingdom as part of their approved programme of work leading to the award of research degrees of the university. These requirements are as set out below, and may be subject to change from time to time.

- The host school/institute is required to ensure that any student based outside of the United Kingdom has unfettered access to local facilities and, if for more than three months, local supervisory support arrangements are in place from the outset of their period of time overseas as part of their approved programme of work.
- The university, through the Research Degrees Committee, must be assured by the host School/Institute that the overseas institution/organisation at which a candidate proposes to study as part of an approved programme of work leading to a research degree of the university, is a bona-fide institution/organisation capable of supporting a student undertaking doctoral level study, e.g. a higher education institution, a research institution of advanced standing or alternatively a commercial/industrial company or an NGO with equivalent research expertise/facilities. Evidence of this should be appended to the application form submitted to the Research Degrees Committee seeking approval of the candidate's proposed programme of research (RDA1).
- On the basis that a candidate will be undertaking an approved programme of work leading to the award of a research degree of the University, whilst engaging in the approved programme of research at the overseas institution/organisation, such research will be conducted in accordance with the relevant academic regulations and codes of practice of the University, and these will take precedence over those of the overseas institution/organisation, unless indicated otherwise in this document.
- The designated first and second supervisors must be full-time members of staff of the university. A local supervisor at the overseas institution/organisation should be the designated second, second supervisor, and will take responsibility for the day-to-day supervision of the student whilst he/she is studying overseas.
- The local supervisor should be appropriately qualified in terms of a good alignment of expertise and research interests to that of the proposed programme of research, as evidenced by his/her recent publications, and previous successful supervisions of research awards to a level equivalent to the final award at Greenwich being sought by the student. These may be assessed by the university supervisors interviewing the local supervisor with a view to formulating a customised CV of the local supervisor containing such information, which should then be appended to the application form submitted to the Research Degrees Committee seeking approval of the candidate's proposed programme of research (RDA1).

- The arrangements for frequent and substantial face-to-face contact between the candidate and the local supervisor, and both of the university supervisors should be set out on the application form submitted to the Research Degrees Committee seeking approval of the candidate's proposed programme of research. A university supervisor should visit the student in person at the overseas location at no longer than six month intervals for the duration of the student's period of study overseas. Whilst at the overseas institution/organisation the university supervisor(s) should also keep in regular contact with the student as to progress and his/her general well-being via e-mail or tele/videoconference as appropriate. The proposed arrangements should be included at 3.6 of the RDA1b form submitted to the Research Degrees Committee seeking approval of the candidate's proposed programme of work (RDA1).
- Appropriate resources at the overseas institution/organisation to support and facilitate the proposed research, e.g. laboratory facilities, computing facilities and specialist software, access to appropriate books and journals, should be available. This should be evidenced by a report from a resources visit to the collaborating institution/organisation made by the proposed First Supervisor or the School/Institute Director of Research. Such a report should be appended to the application form submitted to the Research Degrees Committee seeking approval of the student's proposed programme of research (RDA1).
- In registering for a research degree, and in furthering the approved programme of research, it is understood that a candidate will have access to appropriate facilities at the overseas institution/organisation. It will be the responsibility of the host School/Institute to ensure this.
- As part of the process of a School/Institute seeking approval of a candidate's proposed programme of research to incorporate study at an overseas location, a formal letter of collaboration indicating the level of support that will be provided for the candidate's study should be provided by the overseas institution/organisation and should be appended to the application forwarded to the Research Degrees Committee for consideration.
- Any costs incurred by the university School/Institute in facilitating the candidate studying at an overseas institution/organisation in furthering the approved programme of research will be the responsibility of the host School/Institute.
- Whilst studying at the overseas institution/organisation, the student will be subject to the code of behaviour/conduct, or equivalent, of that institution/organisation, including complying with relevant health and safety regulations. Should any problem arise in this respect to any such matters, this must be communicated immediately to the first supervisor at Greenwich by the local supervisor at the overseas institution/organisation.
- Should any progression report (e.g. annual progress report, RDA4, or application to transfer from MPhil to PhD registration RDA2) become due during a period the candidate is studying overseas, it is the candidate's and supervisor's responsibility to ensure this is still submitted by the required date.
- Where the Research Degrees Committee approves that a programme of research may be undertaken by the candidate overseas, then, in addition to the requirement for frequent and substantial contact between the candidate and the University supervisors

set out in Regulation A2.15b)³, the candidate should normally spend not less than an average of six weeks per year at the University, at a time specified and agreed with the University.

³ Academic Regulations for Research Awards, 2008-2009 Version 1, University of Greenwich
(www.gre.ac.uk/research/current/regs)

Section K - Procedure and Requirements for the Registration of Students Transferring from Another Institution

1 Introduction

- 1.1 From time to time, the university may approve the registration of research students with advanced standing from other institutions. This may be due, for example, to the appointment of the supervisor to the staff of the University of Greenwich and the necessity for the student in some sense to follow him/her to ensure the successful completion of the research project. In some cases, these research students will be at an advanced stage of their research.
- 1.2 A pre-requisite for the instigation of this procedure will be the receipt of a letter from the student indicating they wish to transfer to the University of Greenwich to continue his/her research programme.

2 Registration

- 2.1 In order to streamline the amount of paperwork required to process applications, whilst ensuring credible quality assurance and a clear audit trail, the Research Degrees Committee has authorised the following procedure.
 - If the student is in the first year of study at their previous institution, (s)he must register in the same way as new candidates applying directly to the Research Degrees Committee, using an RDA1a and b form. The Committee will authorise backdating of the registration as necessary, taking into account the time elapsed at their previous institution. If registered for an MPhil/PhD, the student must transfer in the normal way.
 - If the student is in the second year of study onwards, the supervisor and student will be responsible for providing copies of the original registration papers and any performance review reports, including any documents relating to the transfer of the student from MPhil to PhD registration, from the previous institution (with English translations if necessary) for the Committee's scrutiny. In addition, the student should provide a letter advising that they wish to transfer to the University of Greenwich with the reason(s) for this. These papers must be accompanied by a brief report from the supervisor offering some context for the development of the research from its original conception. The report should cover issues such as:
 - The current status of the student (full-time/part-time) and original date of registration with the relevant university registry;
 - Confirmation that the student meets the minimum entry requirements for a research student in terms of academic achievement and English language ability (see pages 48 to 50 for details);
 - A synopsis of the extent to which the research has developed since original registration at the previous institution;
 - How the research will develop to final examination, including transfer to PhD if necessary – this should be in the form of a bullet point list of key tasks/milestones with expected dates;

- Proposed supervisory arrangements, e.g. First, Second and RAE Supervisors;
- Progress in relation to the student's integration into the host research environment (seminar programmes, induction, programmes of related study, etc.);
- Confirmation that the previous institution has or will waive their intellectual property rights in relation to the research, either assigning them back to the student or to the University of Greenwich (ideally a written agreement to this effect should be included in the attached papers – the student will also be required to sign an assignment of Intellectual Property Rights agreement between themselves and the University of Greenwich). Guidance on this can be obtained from IP@gre.ac.uk; and
- Information about what Research Ethics approvals have been obtained, if any, (ideally include a copy of any approvals with the attached papers) and what further approvals will be necessary should the student transfer to the University of Greenwich. Guidance on this can be obtained from research_ethics@gre.ac.uk.

2.2 Subject to the Research Degrees Committee (RDC) approving the transfer, the standard admission procedure for MPhil/PhD students will need to be followed to set-up the student's record, to generate an offer letter and ensure Foreign and Commonwealth Office (FCO) Academic Technology Approval Scheme and UKBA immigration procedures are complied with as appropriate. The student will need to complete an application form and the Supervisor and Director of Research will need to complete an MPhil/PhD Contract pro-forma. The application form and Contract Pro-forma then need to be sent to the Postgraduate Research Office, as for a new student, and the applicant will then be contacted accordingly.

Section L - A Guide to Research Student Finances

Surviving financially as a research student is not always easy. The following represents some facts and ideas about possible sources of income. They pre-suppose students are in full-time mode. It is assumed that, generally, part-time students will have a main income through employment.

It is important for students to understand that fees are payable for each year they are on their programme. If you take four years then you pay fees for four years, etc.

Bursaries

Bursaries may have a variety of sources ranging from commercial contracts, government departments, NGOs, etc. As a general rule, historically, students on a bursary have not paid fees, however, this position is beginning to change and is now not always the case. Due to recent changes in funding arrangements the practice of bursary funded students having to pay all or part of their fees is becoming more common. The exact arrangement will vary from studentship to studentship, but will be detailed in the advertisement.

In addition, if some or the entire fee is not paid by the student, then the fee, or balance will in most cases be recharged to the school/institute. It is the responsibility of the school/institute to ensure any advertised studentship has the necessary funding for the duration of the studentship. Most bursaries provide a tax-free stipend and the levels are reviewed annually. The upper limit for a bursary to avoid Tax and National Insurance varies from year to year and is specified by the government.

Exceptionally, research students may be eligible for higher payments if they have young dependants and have sole financial responsibility for them. Approval from the Deputy Vice-Chancellor for Research and Enterprise is required for this.

International Bursary

Certain countries attract a fee reduction of £1000. The list of eligible countries can vary each year. The bursary is payable for each year where the student's country remains on the list.

Alumni Bursary

Students moving from an undergraduate programme on to a research degree may be entitled to a 10% reduction in their first year's fees. This bursary does not apply to subsequent years of for students moving from a taught postgraduate degree on to a research degree.

Teaching Related Opportunities

Students may be able to top up their bursary payments by engaging in teaching related activities depending on the availability of teaching hours in their respective school/institute. The university adheres to the guidelines issued by the National Postgraduate Committee (NPC), which recommend that the total weekly teaching time, including preparation and marking, should not exceed six hours (as a guide this will be three hours student contact

time and three hours preparation and marking). For current hourly rates for teaching at degree level, sub-degree level and demonstrating, please contact the Payroll Office. Please note it is mandatory that research students receive training in teaching skills (unless they can demonstrate acquired prior learning entitling them to an exemption from the training requirement, e.g. PGCE, PG Dip, etc) before being allowed to teach at the university (see page 30).

There may also be opportunities to teach at external institutions such as local FE Colleges. It may be worth contacting local colleges to see if they have any skills gaps that a research student could fill. Alternatively, a student could try to send a speculative letter and CV.cv.

Other Options

A student might also want to consider:

- private tutoring outside of the university
- enquiring after other forms of work within the university via the Job Shop

It is probably wise to state a truism – it is not a good idea to over-extend any commitments to financial gain. Ultimately, a research student is here to research (normally for three years in the case of a full-time MPhil/PhD). The duration of a research programme may incur a level of financial hardship but most students would hope, in the long run, to make good any losses through improved career prospects.

Terms and Conditions for Research Students on Bursaries

Full-time: MPhil/PhD

1 Introduction

This document outlines the terms and conditions of postgraduate research students at the University of Greenwich. It is binding upon full-time research students who are in receipt of a university bursary or who are undertaking studentships funded by a Research Council⁴ or other funding body. Some schools/institutes will issue their own General Terms and Conditions which the student will be required to sign.

The document also outlines formal expectations of research students and their supervisors. It is not intended to be exhaustive in its referencing and should be read in conjunction with the Academic Regulations for Research Awards and the Research Students' and Supervisors' Handbook and elsewhere.

Where students are studying part-time or not in receipt of the type of funding made explicit in this document, it is nevertheless expected that these students and their supervisors will adhere to the terms and conditions outlined here as a matter of good practice. Students on a bursary for Masters by Research (LLM/MA/MSc) should consult the separate terms and conditions document (see page 69) relevant to them.

2 Terms and Conditions

- 2.1 All research students will enjoy the rights and responsibilities invested in them as a consequence of being registered with the University of Greenwich, as contained in the Academic Regulations for Research Awards, the Research Students' and Supervisors', Handbook, and any other associated statutory documentation currently extant.
- 2.2 All postgraduate research students will be allocated at least two academic supervisors, both of whom will normally be drawn from the staff of the University of Greenwich. It may be necessary to select a supervisor or adviser from an external institution, academic or otherwise.
- 2.3 Where an advisor is required, (s)he will be nominated at the discretion of the academic supervisors and appointed formally by the Research Degrees Committee.
- 2.4 The normal duration of a full-time studentship is three years for an MPhil with progression to PhD (the actual term of the studentship will normally be stated in the student's offer letter), subject to satisfactory work, progress and attendance (see below). Appropriate funds will be made available for the project to be carried out and will be administered by the academic supervisors. However, when an external agency withdraws funding for a project, the bursary is no longer supported and it may well not be possible for the school/institute or the university to continue

⁴ Research Councils in this context are defined as: EPSRC, BBSRC, ESRC, NERC, MRC, PPARC, AHRC, the British Academy and any other organisations that expect university accountability for the administration of their sponsored studentships (e.g. charities, industry).

- payment of the bursary. The student would need to discuss this with their supervisory team.
- 2.5 The provision of a studentship/bursary will not necessarily result in the waiving of all or part of the university's normal tuition fees. Where tuition fees are waived or reduced this will be stated in the student's offer letter. Any agreement to waive/reduce tuition fees is conditional on a student demonstrating good performance/progress/attendance. Where these cannot be demonstrated the university reserves the right to charge full fees and in if necessary review the student's suitability to remain on their research programme. At the end of the term of the studentship (normally three years), full fees will be become due until such time that the student submits their completed thesis following examination.. .
 - 2.6 All students will normally be registered initially for the degree of MPhil with the possibility of transfer to PhD. Successful transfer will be dependent upon sufficient progression of the student's work, encapsulated in a written report to the Research Degrees Committee and a transfer assessment including an oral examination.
 - 2.7 Research students can expect that their supervisors will be concerned for and be involved in the ongoing progression of their work. This implies that their supervisors will meet with them to discuss their projects on a regular basis and that such contact will not normally be less than once a week and preferably more frequent.
 - 2.8 In the event of a dispute arising between supervisor and student, students and/or supervisors should follow the Complaints procedure as detailed on page 44.
 - 2.9 It is the student's responsibility to act at all times in a professional, responsible and ethical manner, including all matters relating to plagiarism, fraud and fabrication of data. All research students will be subject to disciplinary action, applicable retrospectively, in the event of such circumstances, including exclusion from the university and withdrawal of any awards made by the university.
 - 2.10 Research students will attend the university in such a fashion that allows them to be accessible for discussion and review of their progress. This normally means a minimum of 40 hours a week (a formal requirement for registration with the Research Degrees Committee) and a core time of 9am to 5pm. There is latitude for income generation activities, such as teaching (subject to attending the mandatory training course), within this contract.
 - 2.11 It is the responsibility of the student to inform the Dean of School/Institute (or nominee in charge of leave arrangements) of their leave requirements, well in advance, particularly for periods of extended leave. Leave entitlements on commencement are detailed in the student's offer letter/contract. If subsequently a school/institute/funding organisation stipulate a leave entitlement that differs from the normal school/institute/university entitlement the student must be advised before they start the period covered by the funding agreement.
 - 2.12 It is anticipated that a studentship will be completed in a single, continuous period. However, the university will acknowledge the need for flexibility where the student has genuine extenuating circumstances and needs to suspend their studentship. Examples of such circumstances may include maternity leave, illness and

bereavement. In a small number of cases, funding during the course of a studentship may originate from more than one funding organisation. In these cases it is possible that conditions may change to meet the conditions of the funding body. Where this happens the university will consult with the student at the earliest possible time.

- 2.13 The research student will be subject to a process of annual appraisal with the supervisor. The student and supervisor will produce a document outlining progress in the year to date and will establish milestones for the development of the project in the year ahead, including the likelihood of transfer from MPhil to PhD at the appropriate time. The student will also have the opportunity to provide feedback on issues relating to his/her supervision, access to facilities and so on. This process will commence at the inception of the student's registration with the Research Degrees Committee and occur subsequently on the same date every year (some schools have a common date for all of their annual reviews. The final document will be signed by student and supervisor and be counter-signed by the Director of Research and Enterprise.
- 2.14 Where progress has clearly been inadequate and the student has failed to meet the agreed milestones for the project, a process of recovery will be initiated to rectify the situation. If the problems are recurrent, despite the student having been warned, then the supervisor has the authority to take appropriate action, including action to initiate the termination of a bursary in line with procedures laid down in the Academic Regulations for Research Awards.
- 2.15 If the student decides to withdraw from the studentship, then (s)he may be liable for the total costs incurred to that point (up to a maximum of one year for students in their second or third year), including any tuition fees hitherto waived or reduced. Research students who decide to withdraw on this basis must follow the procedures for withdrawal as detailed in "A Guide to Research Degree Administration (RDA) Forms" on page 16. Similarly, if a student decides not to resume their studies following a period of maternity leave, they may be asked to repay their bursary.
- 2.16 The payment of the bursary needs to be organised by the school/institute as soon as possible after the student's start date. This will require the student being set-up on the University's payroll.

Terms and Conditions for Research Students on Bursaries

Full-time: Masters by Research – MA, MSc and LLM

1 Introduction

This document outlines the terms and conditions of postgraduate research students at the University of Greenwich. It is binding upon full-time one year Masters by Research (LLM/MA/MSc) students who are in receipt of a university bursary, or who are undertaking advanced course studentships.

The document also outlines formal expectations of research students and their supervisors. It is not intended to be exhaustive in its referencing and should be read in conjunction with the Academic Regulations for Research Awards and the Research Students' and Supervisors' Handbook and elsewhere.

Where students are studying part-time or not in receipt of the type of funding made explicit in this document, it is nevertheless expected that these students and their supervisors will adhere to the terms and conditions outlined here as a matter of good practice. Students on a bursary for MPhil/PhD should consult the separate terms and conditions document relevant to them – see page 66.

2 Terms and Conditions

- 2.1 All research students will enjoy the rights and responsibilities invested in them as a consequence of being registered with the University of Greenwich, as contained in the Academic Regulations for Research Awards, the Research Students' and Supervisors' Handbook, and any other associated statutory documentation currently extant.
- 2.2 All one year Masters by Research (LLM/MA/MSc) students will be allocated at least one academic supervisor, who will normally be drawn from the staff of the University of Greenwich. It may be necessary to select an adviser from an external institution, academic or otherwise.
- 2.3 Where an advisor is required, he/she will be nominated at the discretion of the academic supervisor.
- 2.4 The normal duration of a full-time Masters by Research (LLM/MA/MSc) is one year subject to satisfactory work progress and attendance (see below). Appropriate funds will be made available for the project to be carried out and will be administered by the academic supervisor.
- 2.5 Masters by Research (LLM/MA/MSc) students can expect that their supervisor will be concerned for, and be involved in the ongoing progression of their work. This implies that their supervisor will meet with them to discuss their projects on a regular basis and that such contact will not normally be less than once a week and preferably more frequent.

- 2.6 In the event of a dispute arising between supervisor and student, and if the dispute cannot be resolved between the involved parties, arbitration will be attempted firstly by the nearest Masters by Research (LLM/MA/MSc) student coordinator, and then by the appropriate Dean of School/Institute (or nominee). Failing this the matter will be referred to an investigating panel established by the Research Degrees Committee and headed by the Chair or nominee.
- 2.7 It is the student's responsibility to act at all times in a professional, responsible and ethical manner, including in all matters relating to plagiarism, fraud and fabrication of data. All students will be subject to disciplinary action, applicable retrospectively, in the event of such circumstances.
- 2.8 Masters by Research (LLM/MA/MSc) students will attend the university in such a fashion that allows them to be accessible for discussion, review of their progress and attendance at appropriate taught units. This normally means a minimum of 40 hours a week (a formal requirement for registration with the Research Degrees Committee) and a core time of 9am to 5pm. Students may teach up to three hours a week, subject to receiving appropriate teaching induction training.
- 2.9 Masters by Research (LLM/MA/MSc) students' leave entitlement will be six weeks, including public holidays. Any leave will be taken outside of term time. It is the responsibility of the student to inform the Dean of School/Institute (or nominee in charge of leave arrangements) of their leave requirements well in advance.
- 2.10 It is anticipated that a studentship will be completed in a single, continuous period. However, the university will acknowledge the need for flexibility where the student has genuine extenuating circumstances and needs to suspend their studentship. Examples of such circumstances may include maternity leave, illness and bereavement.
- 2.11 Masters by Research (LLM/MA/MSc) students' progress will be assessed through the host school/institute and their examination arrangements will be approved by the Research Degrees Committees. The student should also have the opportunity to provide feedback on issues relating to his/her supervision, access to facilities and so on.
- 2.12 Where progress has clearly been inadequate and the student has failed to meet the agreed milestones for the project, a process of recovery will be initiated to rectify the situation. If the problems are recurrent, despite the student having been warned, then the supervisor has the authority to take appropriate action, including action to initiate the termination of a bursary in line with procedures laid down in the Academic Regulations for Research Awards and this Handbook.
- 2.13 If the student decides to withdraw from the studentship, then he/she may be liable for the total costs incurred to that point (up to a maximum of one year), including tuition fees hitherto waived. Research students who decide to withdraw on this basis must follow the procedures for withdrawal for all students, available from the Student Centre.

Research Student Bursaries (General)

Basic Bursary Rates

Bursary levels will be reviewed annually in an attempt to track any increases. The level is subject to the amount of resource available to supervisors. The amount must be made clear from the outset (usually during an interview) and also the basis for the level of stipend (including any allowances), and that the prospective student will encounter other students on higher bursaries. It is then the responsibility of the prospective student to decide to accept or reject the bursary offer. Students are reminded that once the agreed term for a bursary ends then normal fees will become due and must be paid until the student's thesis has been submitted. Please note that dependent upon the outcome of the final oral examination fees may also be due after this date until completion.

The University of Greenwich, Medway Campus

The University of Greenwich, Medway Campus is not subject to the London weighting allowance. Therefore students based on this campus will normally receive the standard maintenance allowance commensurate with this geographical distinction.

Discretionary Allowances

There may be an allowance, normally for new students, on top of the basic bursary rate, based on the following circumstances.

- An allowance for disabled students may exceptionally be payable, firstly if the supervisor is able to and, secondly, subject to university guidelines current at the time. Both disabled students and disabled applicants are advised to discuss their particular circumstances with both their (potential) supervisors and staff in the university's Disability and Dyslexia Centre (telephone 020 8331 7875 or email d-centre@greenwich.ac.uk).

All allowances must be authorised by the Director of Research for the school/institute and the Deputy Vice-Chancellor (Research and Enterprise).

Supporting Documentation

There are three key documents that student and supervisor need to use to facilitate the acceptance and payment of a bursary:

- (i) This one.
- (ii) The student's offer letter/contract
- (iii) (ii) A certificate of commencement: student bursary form: this must be completed and sent to Finance, Southwood House, Avery Hill Campus. Payments of the bursary cannot start until this form is completed and signed by the student and the supervisor. These signatures will be taken as agreement by both parties that the student has agreed to the terms and conditions and allowances (if applicable) appertaining to their appointment. These are available from the Payroll Office, Southwood House, Avery Hill Campus.

- (iv) (iii) Terms and conditions for the appointment of students on bursaries – see pages 66 and 69. It is a requirement that both parties read and accept these conditions before taking up the daily research activity.

Section N - Useful Tips for Research Students using e-resources (Information and Library Services)

The University uses single-sign on to authenticate our students and provide access to our e-resources on and off campus. This has to be done via the portal. We do not use individual Athens usernames and passwords. After logging in to the portal

Click on the **Library & IT** tab

In the **e-library channel** (right hand column), click on the **Databases, Journals and e-books** link

On the **Library Databases** page the e-resources are arranged alphabetically by title

Click on the letter of the alphabet for the resource you need along the top of the A-Z list to jump down to the relevant part of the page for your resource.

Click on the name of the individual resource you want to access.

You can save time by:

Accessing the library catalogue and e-resources

Databases to search include EBSCOhost Research Collections, Sci Verse Science Direct, Wiley Online Library, SwetsWise and SpringerLink for articles, conference proceedings and other scholarly information. Use Dawsonera, MyiLibrary, Cambridge Books Online and Oxford Scholarship Online for e-books, on and off-campus via the university portal.

Accessing your library record on and off-campus via the Library & IT tab

Click on the View my library account... link in the My Library Account channel

- Check your loans, reservations and interlibrary loans
- Renew your books

Exploiting access to external resources

- Use the British Library interlibrary loans service via the libraries at the Drill Hall, Greenwich and Avery Hill to request books for borrowing and individual articles in journals and that the library does not subscribe to.
- SCONUL Access Scheme www.access.sconul.ac.uk
- MPhil and PhD research students can register as Band A users at their home institution library (the Drill Hall, Greenwich and Avery Hill); by completing an A4 registration form at the Enquiry Desk. This entitles you to join any of the libraries participating in the scheme and borrow from them (normally 5 loans). Taught postgraduates are registered as Band C users.
- Also search across the library catalogues of higher education institutions within the M25 at: <http://www.m25lib.ac.uk/> Contact information, directions, subjects covered at each

campus for each institution is included as well as links to their websites and individual library catalogues.

Utilizing tools to support the research process

- Register for Endnote Web to manage your bibliographic citations and Researcher ID to manage your publication list and professional profile via the Web of Knowledge database.

Fully exploit the resources and services available to you

- Contact your Academic Services Librarians for further guidance, help and specialist tailored one-to-one sessions at: <http://www.gre.ac.uk/offices/ils/ls/services/asl> or <http://campus.medway.ac.uk/library/subjects/librarians.php>
- View library subject guides at: <http://www.gre.ac.uk/offices/ils/ls/guides/subjects>
- Visit our research support blog at <http://uogresearchsupport.blogspot.com/>

Section O - Equal Opportunities Statement

The University of Greenwich believes that equality of opportunity is key in achieving its mission of providing high quality education, research and enterprise for international, national, regional and local communities.

We believe that a properly implemented and monitored programme for ensuring equal opportunities is in the best interest of the University, its students and its staff.

The University of Greenwich aims to create an environment in which students and staff are selected and treated solely on the basis of their merits, abilities and potential, regardless of sex, colour, ethnic or national origin, race, gender, disability, age, sexual orientation, socio-economic background, religious or political beliefs, trade union membership, marital status or family circumstances.

The University has responsibility for protecting and adhering to this statement and the University policies which support it. The whole University community - has a responsibility to apply the principles of this statement in their dealings with others both internal and external to the University.

The University recognises its responsibility to provide guidance and training in these issues for both students and staff. The University will take steps to encourage staff, students and visitors to the University to:

- treat others with respect at all times
- actively discourage discriminatory behaviour or practice
- participate in training and learning opportunities that would enable them to adopt good practice

The University is committed to a programme of action to change unfair and discriminatory practices wherever they occur. It is also committed to providing a welcoming and inclusive environment for work and study in which all individuals have the opportunity to contribute to their full potential.

The University will:

- Publicise and raise awareness of this statement and its supporting policies amongst staff and students
- Operate a fair, open and transparent procedure for the recruitment of staff and students
- Provide fair and accessible opportunities for training and promotion for staff
- Operate fair and transparent procedures for student assessment, progression and attainment of awards
- Promote the use of inclusive language and avoid the use of words or phrases which are discriminatory or exclusive in all University publications and correspondence
- Introduce new and update existing policies and procedures which support our equal opportunities programme

This statement will apply to all other policies and procedures within the University.

Statement passed by Academic Council, November 2006

Section P - Support for research students with dyslexia or a disability

Students should contact the Disability and Dyslexia team for advice. The eligibility rules for support and additional resources are more complex for postgraduate students.

Avery Hill: Tel: 020 8331 8444

Greenwich: Tel: 020 8331 9111

Medway: Tel: 020 8331 8337

Most postgraduate students apply for the Disabled Students' Allowances (DSAs) through Student Finance England (SFE). Further information on DSAs is available at:

www.direct.gov.uk/studentfinance

Please note eligibility criteria are strict and this allowance is not available to overseas students.

Students funded by a UK Research Council do not apply through SFE but through the appropriate Research Council. Further information is available at:

www.rcuk.ac.uk/resccareer/rcdu/default.htm

Resources

- **Texthelp Read & Write Gold**

“Read & Write Gold is a literacy support tool designed to assist users of all ages who require extra assistance when reading or composing text. It offers support functionality frequently absent in mainstream MS Windows applications. In addition, it provides a host of study features to assist any user with research and composition. The software works discreetly with all mainstream Windows applications. This offers users with literacy difficulties the opportunity to work in an inclusive manner alongside their peers and colleagues.

Read & Write Gold is a simple to use toolbar that "floats" on top of any open application. Assistance can then easily be called upon as the user works”.

Features include:

- Spell check
- Dictionary
- Word wizard/thesaurus
- Word pronunciation



- Homophones (sorting out words that sound alike)
- Word predictor
- Web referencing tool
- Ability to export text as an audio file
- Mind-mapping tool
- Fact-finder
- Fact-folder
- Image scanning and importing tool, e.g. from digital cameras
- Screenshot reader

QUICK REFERENCE CARD



Phonetic Spell Checker: use the small arrow button to open options. Click this button when you have selected the text to spell check.



Word Prediction: use the small arrow button to open options. Click this button to open or close the word prediction window.



Dictionary: click this button when you have selected a word to look up in the dictionary. Alternatively click the button before selecting a word then type the word into the text box. Use this when looking for definitions.



Word Wizard: click this button to provide you with help to find words and information.



Hear Homophones: use the small arrow button to open options. Click on this button to view text and identify alternatives.



Calculator: use the small arrow button to open options. Select your preferred calculator from the options panel. Then when you click on this button your preferred calculator will appear on screen.



Read Previous: click this button to have the previous word, sentence or paragraph spoken to you.



Speak Text: use the small arrow button to open options. Click this button if you wish to hear your text spoken, you can first select the text or just click the button.



Pause Speech: click this button if you wish to have any current speech paused. Resume with another click.



Read Next: click this button to have the next word, sentence, or paragraph, spoken to you.



Stop Speech: click this button to stop any speech.



Screenshot Reader: click this button to Speech-enable previously inaccessible text, such as locked PDF documents or inaccessible flash.



Speech Maker: click this button to convert any text that you select and turn it into a sound file.



Daisy Book Reader: click this button to have your Daisy books read aloud. Additional support features include colour highlighting.



Pronunciation Tutor: click this button to break words up into syllables whilst displaying a moving mouth.



Scanning: click this button to OCR/Scan a document. Use the small arrow button to open options.



Fact Finder: use the small arrow button to open options. Click this button to do a quick web search directly from your windows applications.



Fact Folder: use the small arrow button to review existing facts. Click this button to store selected information.



Fact Mapper: this tool allows you to produce a visual representation of facts and ideas on screen.



Speech Input: this tool allows you to easily create documents by dictating into a microphone connected to your computer. A training program is included with audible prompts to help the User with the setup.



Translator: click this button to translate words from documents, web pages and emails. (US only)



Help Files: click this button to open the Read&Write manual which can be spoken using the features of the program.



Options: click here to open the general options panel.

Additional information on how to use these features can be found in:

1. Your product manual
2. The help file

3. Guided Tour from our website www.texthelp.com
4. Training guide contact info@texthelp.com for more information.

- **Inspiration**

Inspiration is a powerful visual thinking and learning tool that students can use to plan, research and complete projects. The software is easy to use and will particularly appeal to those who already use mind maps to plan or employ visual learning strategies.



Inspiration...

Once a mind map has been created the user can build, refine, add detail and organise it to produce a structured, logical plan. The integrated Diagram and Outline Views possible in Inspiration mean that once the learner is happy with the plan it can be viewed in an outline format which can be expanded into an essay or report.

Inspiration is available on PCs in the university computer labs.

This software is available on all Information and Library Services' computers (i.e. in University of Greenwich Libraries and Computer Labs). In addition, it can normally be made available on other University computers by contacting the IT helpdesk.

Section Q - Thinking Beyond the Research Degree

During the course of a research degree it is easy for students to become solely focused upon their research with the future taking a “back-seat”. It is important, however, for students to think about their future career plans/aspirations from an early stage and ensure they have the right skills, knowledge and experience to help ensure they become reality.

The GET (Guidance and Employability Team) in the Office of Student Affairs can help students to achieve this.

There are several methods of contacting the Guidance & Employability Team:

- Visit the campus Guidance & Employability Centre to use information library and arrange an appointment to see an Adviser
- E-mail a query to an adviser
- Book an appointment to see an adviser over the telephone (the advisers can also be booked for telephone interviews in some circumstances)
 - To book an appointment at Greenwich call: 020 8331 8810
 - To book an appointment at Avery Hill call: 020 8331 9444 or 020 8331 9724
 - To book an appointment at Medway call: 020 8331 9794

The GET team also provide drop-in sessions on a range of topics, for example:

Drop-in sessions are useful for:

- CV and application assessments
- Queries on national insurance and employment status
- Overview of Guidance & Employability services on offer
- Advice on which companies and organisations to approach for work and work experience and how to contact them

For information on the current range of drop-in sessions available go to:

<http://www.gre.ac.uk/students/get/drop-ins>

The GET team also run an extensive programme of workshops to support students and these can be found by following the following link:

http://www.gre.ac.uk/students/get/forthcoming_events

In addition, a range of useful material can be found on the “Vitae” website to help new researchers with their career development:

<http://vitae.ac.uk/1224/Developing-as-a-researcher.html>

<http://vitae.ac.uk/1245/Developing-your-career.html>

<http://vitae.ac.uk/1270/Careers.html>

Section R - National Postgraduate Committee & Student Surveys

National Postgraduate Committee

The National Postgraduate Committee is a charity to advance, in the public interest, postgraduate education in the UK. It is made up of postgraduate student representatives from educational institutions with postgraduate students. The NPC aims to promote the interests of postgraduates studying in the UK, while remaining politically non-aligned. The Committee holds an annual conference, and publishes various guidelines and codes of practice.

Further information on the Committee is available on the internet at:

www.npc.org.uk/

Student Surveys

Periodically you will be asked to participate in a student survey e.g. the national “Postgraduate Research Experience Survey”, also known as PRES, which is organised by the Higher Education Academy (HEA).

In addition, you may from time to time be asked to participate in small focus groups related to new projects being planned.

The university encourages you to participate in these surveys and focus groups as the feedback is valuable to us in trying to ensure you have the best research student experience possible during your time at the University of Greenwich.