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Introduction

This handbook provides guidance for postgraduate research (PGR) students on the processes of carrying out a research degree at the University of Chichester. The definitive regulations and code of practice are those provided by the University of Southampton, which is the institution that accredits our research degrees.¹

They are designed to guarantee standards and quality; protect students’ interests; and help monitor and review the progress of a project. This handbook aims to help guide the student through the research degree life cycle, supplementing the two regulatory documents.

This handbook covers all aspects of the PGR experience and comprises specific information and guidance as well as signposts to other sources of relevant information. Extensive reference is made to the Southampton Higher Degree Regulations: Regulations for the degrees of Master of Philosophy and Doctor of Philosophy (from here abbreviated to Higher Degree Regulations MPhil/PhD) and Code of Practice for Research Candidature and Supervision (from here abbreviated to Code of Practice), which are the definitive guide.

In June 2013, the University of Southampton Senate approved a number of changes to the Higher Degree Regulations. This handbook has been updated to reflect these amendments.

Further pertinent information relating to research degrees can be found on the Postgraduate Research Support Service pages on the REEO pages of Portia (the University Intranet) and the University’s Virtual Learning Environment, Moodle. The REEO pages on Portia contain copies of all the forms necessary to complete the research degree programme at the University - https://ex2.chi.ac.uk/reeo/REEOHome.cfm

Other relevant information can be found throughout the University Services pages on Portia and include the University’s policies for Ethical Approval, Data Protection and Intellectual Property, as well as Health and Safety, Environment, and Leave of Absence.

The Postgraduate Research (PGR) Administrator, Sophie Butler, based in the Research and Employer Engagement Office (REEO) on the Chichester campus is available to provide copies of the above as well as further guidance and support for any other postgraduate matters. The PGR Administrator can be contacted through:

pgrsupport@chi.ac.uk

Tel. 01243 812137

Research and Employer Engagement Office (LO5)
University of Chichester
College Lane
Chichester
West Sussex
PO19 6PE

¹ The University of Southampton Code of Practice, together with the Higher Degree Regulations MPhil/PhD, provides a framework for the University’s MPhil/PhD and other doctoral degree programmes. http://www.calendar.soton.ac.uk/sectionV/sectV-index.html
1  Key Information about Research Degrees at the University of Chichester

At the University of Chichester we actively encourage staff to undertake research and scholarship in order to facilitate high-quality teaching. Over 90% of our staff hold higher degrees and the majority have published in their field; over 40% hold doctorates. Approximately 50 staff are qualified to supervise MPhil or PhD awards by research.

Research opportunities for postgraduates are provided in carefully selected areas with significant staff expertise and excellent resources. The University aims to fulfill the research aspirations of people in this region by building and maintaining a strong, supportive research environment. Over 100 students have been assisted in gaining MPhil/PhD awards since 1987.

Research students at the University of Chichester come from all walks of life and from all age groups. 75% are over 30 and 40% are over 40. While full-time research opportunities are available, roughly half of all postgraduates have opted to study part-time in order to fit in busy home and work commitments. Currently, over 60 students are registered for MPhil/PhD research degrees, grouped largely in the fields of Dance and Performing Arts, English, History, Psychology, Social Policy, Sports Sciences/Physical Education, and Theology.

Entry requirements

Extract from University of Southampton Code of Practice:\(^2\)

“Only appropriately qualified and prepared students will be admitted to research programmes. Applicants must demonstrate that they have the motivation and potential to complete a sustained piece of research and to produce a thesis. For doctoral research, students will normally be expected to have one or more of the following:

- a degree, normally with at least class 2(i) or equivalent, in a relevant subject;
- a relevant master's qualification or equivalent;
- evidence of prior professional practice or learning that meets the University's or Accredited Institution's criteria and good practice guidelines for accreditation of prior experiential and/or certificated learning. The University's guidance on AP[E/C]L can be found in the University's Accreditation of Prior Learning policy.”

All candidates commence registration for an MPhil and there is a rigorous upgrade procedure before moving to PhD status. Guidance on the upgrade process is to be found in section 6.4 below.

Students will be registered for a research degree only after careful scrutiny of their proposal by the University of Chichester's Research Degrees Group (RDG) and the External Research Degrees Committee (ERDC) of the University of Southampton. The Research Degrees Group, with representatives from each accredited research area, will take account of the field in which the student wishes to work, the availability of resources, the nature of current research strengths and the particular needs of the student.

\(^2\) Section V, 13: [http://www.calendar.soton.ac.uk/sectionV/code-practice.html](http://www.calendar.soton.ac.uk/sectionV/code-practice.html)
## 2 PGR Contact Details

### 2.1 Research Degree Coordinators (members of the Research Degrees Group)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Coordinator</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance &amp; Performing Arts</td>
<td>Dr Ian Hornsby</td>
<td>+44(0) 1243 816335</td>
<td><a href="mailto:i.hornsby@chi.ac.uk">i.hornsby@chi.ac.uk</a></td>
</tr>
<tr>
<td>English</td>
<td>Professor Bill Gray</td>
<td>+44(0) 1243 816208</td>
<td><a href="mailto:b.gray@chi.ac.uk">b.gray@chi.ac.uk</a></td>
</tr>
<tr>
<td>History</td>
<td>Dr Hakim Adi</td>
<td>+44(0) 1243 816123</td>
<td><a href="mailto:h.adi@chi.ac.uk">h.adi@chi.ac.uk</a></td>
</tr>
<tr>
<td>Psychology</td>
<td>Dr Roy Spina</td>
<td>+44(0) 1243 816436</td>
<td><a href="mailto:r.spina@chi.ac.uk">r.spina@chi.ac.uk</a></td>
</tr>
<tr>
<td>Social Policy</td>
<td>Dr Janet McCray</td>
<td>+44(0) 1243 816289</td>
<td><a href="mailto:j.mccray@chi.ac.uk">j.mccray@chi.ac.uk</a></td>
</tr>
<tr>
<td>Sports Sciences/ PE</td>
<td>Professor Mark Willems</td>
<td>+44(0) 1243 816468</td>
<td><a href="mailto:m.willems@chi.ac.uk">m.willems@chi.ac.uk</a></td>
</tr>
<tr>
<td>Theology</td>
<td>Dr Graeme Smith</td>
<td>+44(0) 1243 816191</td>
<td><a href="mailto:g.smith@chi.ac.uk">g.smith@chi.ac.uk</a></td>
</tr>
</tbody>
</table>

### 2.2 Postgraduate Research Support Team - Research and Employer Engagement Office (REEO)

<table>
<thead>
<tr>
<th>Position</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Research Support Office</td>
<td>Tel. +44 (0) 1243 812137</td>
<td>email: <a href="mailto:pgrsupport@chi.ac.uk">pgrsupport@chi.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Dr Andy Dixon</td>
<td>Tel: +44 (0) 1243 812125</td>
<td><a href="mailto:a.dixon@chi.ac.uk">a.dixon@chi.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Director of Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Antony Walsh</td>
<td>Tel: +44 (0) 1243 812128</td>
<td><a href="mailto:a.walsh@chi.ac.uk">a.walsh@chi.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Research Coordinator (PGR)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms Sophie Butler</td>
<td>Tel: +44 (0) 01243 812137</td>
<td><a href="mailto:pgrsupport@chi.ac.uk">pgrsupport@chi.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Research Administrator (PGR)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2.3 PGR Student Representative Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Union Postgraduate representative</td>
<td>Position vacant</td>
</tr>
<tr>
<td>PGR Research Committee representative</td>
<td>Ms Nicola Fairchild</td>
</tr>
<tr>
<td>PGR Research Committee representative</td>
<td>Ms Elizabeth Holmes</td>
</tr>
</tbody>
</table>

### 2.4 Online PGR Resources and General Research Information

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>REEO Portia Portal (University intranet)</td>
<td><a href="https://ex2.chi.ac.uk/reeo/REEOHome.cfm">https://ex2.chi.ac.uk/reeo/REEOHome.cfm</a></td>
</tr>
<tr>
<td>Research Moodle (University VLE)</td>
<td><a href="http://staffmoodle.chi.ac.uk/course/view.php?id=62835">http://staffmoodle.chi.ac.uk/course/view.php?id=62835</a></td>
</tr>
</tbody>
</table>
3 Tuition Fees, Annual Registration and Specific PGR Support

<table>
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<tr>
<th>Tuition fees 2013-14</th>
<th>Annual Fees</th>
<th>Alumni discount*</th>
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<tbody>
<tr>
<td><strong>Registration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time MPhl/PhD (Home fees)</td>
<td>£3,415</td>
<td>£3,074</td>
</tr>
<tr>
<td>Pre 2012-13 Registrations</td>
<td>£2,890</td>
<td>£2,601</td>
</tr>
<tr>
<td>Part-time MPhl/PhD (Home fees)</td>
<td>£1,890</td>
<td>£1,701</td>
</tr>
<tr>
<td>Pre 2012-13 Registrations</td>
<td>£1,315</td>
<td>£1,184</td>
</tr>
<tr>
<td><strong>Full-time Overseas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre 2012-13 Registrations</td>
<td>Unchanged</td>
<td></td>
</tr>
<tr>
<td><strong>Pre-PhD Preparation Scheme</strong></td>
<td>£800 (six tutorials)</td>
<td>£720</td>
</tr>
<tr>
<td><strong>Nominal Registration</strong></td>
<td>£185</td>
<td>£167</td>
</tr>
</tbody>
</table>

*Please note: There is an Alumni discount of 10% for students applying within five years of completion of undergraduate course at Chichester.

3.1 Annual Registration

'Each student is required to register on their programme with the University, each academic year (irrespective of whether or not they are in receipt of a Student Loan and/or award/grant).’ (University Student Handbook)

Any postgraduate research student who fails to register or re-register after being reminded to do so by Registry risks being de-registered and the termination of access to all university services and facilities until re-registration has been completed. Students who are also members of staff are not exempt from this requirement.

All students (other than Tier 4 International students) may re-register using the online Student Sonar records system (https://studentsonar.chi.ac.uk/). Further information about Student Sonar can be found at http://help.chi.ac.uk/student-sonar. Tier 4 students are required to attend Academic Registry in person to register.

3.2 Communications from the University to students

All email communications to registered students will be via their @chi.ac.uk email address.

All students are responsible for keeping the University informed of their current residential address. Please ensure that any changes are made either to the Postgraduate Administrator via pgrsupport@chi.ac.uk or by updating your details on Student Sonar: https://studentsonar.chi.ac.uk/ Help with Student Sonar can be found at http://help.chi.ac.uk/student-sonar.
3.3 **Bursary payments**
Postgraduate research students who receive a bursary from the University have the money paid directly to their account via payroll. Please see Appendix A for Conditions applicable to Bursaried Research Studentships.

3.4 **PGR Travel and Conference Fund**
All students may also claim from the PGR Travel and Conference Fund, which is intended to support postgraduate researchers at the University of Chichester in travelling to conferences, research events or accessing significant archives, libraries or specific resources relevant to their research.

The scheme is open to all MPhil/PhD research students registered at the University of Chichester. Separate arrangements exist for bursary and non-bursary students.

**Bursary students** will be allocated a fund of £750 to cover eligible activities over the duration of their studies. Students will discuss with their supervisors the activities to be supported by this fund and when the best time is to use it.

In order that effective budget planning can be managed across the University and across financial years, the Travel and Conference fund will be administered by the Research and Employer Engagement Office, although the responsibility for approving allocation for individual students rests with their Head of Department and supervisory team.

Formal commitments made to existing PGR students on a University bursary will be honoured wherever budgets allow. Students in receipt of an externally funded bursary e.g. AHRC may apply to the scheme for students not in receipt of a University Bursary.

**Non-bursary students** (including those who are in receipt of a fee waiver or fees-only bursary) may claim from a total annual budget that will be established at the beginning of each academic year. All applications are assessed at Research Degrees Group (RDG) which normally meets four times each academic year. Funding is awarded on a 'first come, first served' basis, i.e. if sufficient applications are approved at the first RDG of the year and the budget is depleted no further applications will be considered during that year. *Individual applications may be made for awards up to the value of £200.* The maximum that any PGR student not in receipt of a University bursary may normally receive is £500 across the duration of their study at the University.
Nature of visit
Awards may be sought for the following activities relating to current research projects:

- Attendance at conferences where the applicant is presenting a paper or poster.
- Attendance at summer schools where the subject matter is related to the applicant's current area of research or CPD training in areas identified in their personal development plan.
- Research visits to institutions or universities for the purpose of collaborative work, to use specialist equipment or to consult specific collections or archives.
- Field visits to industrial sites or areas of specialist interest as part of planned work with defined research outputs.

Eligible costs

- Air, train or ferry fares.
- Conference fees.
- Accommodation and meals.

Expenses will only be paid if they meet the requirements of the University's Financial Regulations.

General enquiries about the Fund can be made to Dr Antony Walsh (PGR Coordinator).
a.walsh@chi.ac.uk (x2128). Forms for claiming from the fund can be accessed from https://ex2.chi.ac.uk/reeo/Postgraduate-Research-Students.cfm

3.5 PGR Office Space (South House Postgraduate Centre)

Students may apply for either a dedicated desk space in a small office, a shared desk space or the use of lockers in South House on the Bishop Otter Campus by completing a PGR space form (see appendix). In addition, a shared PC hot-desk facility is available in the South House Postgraduate Centre on the Bishop Otter campus. Generally available computer clusters are available on both campuses.

The general expectation is that students who are allocated an individual desk space will use it for (on average) a minimum of 20 hours a week.

Please enquire with REEO if you would like to apply for office space. An application form can be found in Appendix E of this handbook or the REEO Portal on Portia.

3.6 Support for PGR Students that teach – Postgraduate Certificate in Learning and Teaching in Higher Education

Some PGR students (particularly those in receipt of bursaries) may have teaching responsibilities whilst studying for their research degree.

All students who teach are required to register for the HEA accredited Postgraduate Certificate in Learning and Teaching in Higher Education at the University. Further details can be found in Appendix H of this Handbook.

Full information about the course can be found on the Learning and Teaching Moodle (http://staffmoodle.chi.ac.uk/course/view.php?id=62838) together with an application form.

The Programme Coordinator is Dr Ian Coleman (x 6319), i.coleman@chi.ac.uk.
4 Summary of PGR administrative processes

The following indicates where information relating to key processes in the PGR life-cycle can be found in the Southampton and University of Chichester regulatory documents.

- [http://www.calendar.soton.ac.uk/sectionV/MPhil-PhD.html](http://www.calendar.soton.ac.uk/sectionV/MPhil-PhD.html) (MPhil-PhD)
- [http://www.calendar.soton.ac.uk/sectionV/code-practice.html](http://www.calendar.soton.ac.uk/sectionV/code-practice.html) (code-practice)
- Regulations for members of staff in candidature for the degree of Doctor of Philosophy (staff-candidature)
- University of Chichester Academic Regulations

References below to Southampton regulations are made to numbered paragraphs relating to specific processes.

<table>
<thead>
<tr>
<th>Process</th>
<th>Southampton Form</th>
<th>Reference in Southampton regulations</th>
<th>Reference in University of Chichester PGR Handbook</th>
<th>Notes</th>
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<td>Registration (admission) (MPhil/PhD)</td>
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<td>MPhil-PhD, 1-18 code-practice, 1-2, 13-39</td>
<td>pp. 7-10</td>
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<tr>
<td>PhD by Published Work</td>
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<td>staff-candidature, 1-6</td>
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<tr>
<td>Annual Progress Report</td>
<td>2a/2b/2c</td>
<td>MPhil-PhD, 16 code-practice, 63-64</td>
<td>pp. 22-23, 25, 27, 31-33, 74-76</td>
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<tr>
<td>Application for Ethical Approval</td>
<td>Chichester form (E1)</td>
<td>code-practice, 32, 40, 48</td>
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<tr>
<td>Intention to Upgrade</td>
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<td>Upgrade</td>
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<td>code-practice, 20,22, 33, 66-73, 85</td>
<td>pp. 17-19</td>
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<td>Upgrade examination outcome</td>
<td>3a</td>
<td>code-practice, 71</td>
<td>p.19</td>
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<tr>
<td>Changes to Supervisory Arrangements</td>
<td>4</td>
<td><em>code-practice, 47</em></td>
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</tr>
<tr>
<td>Changes to candidature (Approved mode of Study)</td>
<td>5</td>
<td><em>code-practice, 34</em></td>
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<tr>
<td>Changes to candidature (Temporary Intermission/Suspension of Registration)</td>
<td>5</td>
<td><em>MPhil-PhD, 23-24</em></td>
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<tr>
<td>Extension to candidature</td>
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<td><em>MPhil-PhD, 25-26</em></td>
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<td><em>code-practice, 73-74</em></td>
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<td>Intention to submit</td>
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<td><em>Chichester form</em></td>
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<tr>
<td>Submission of thesis (including word length of thesis)</td>
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<td><em>MPhil-PhD, 27-34</em></td>
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</tr>
<tr>
<td></td>
<td></td>
<td><em>code-practice 75-80</em></td>
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<tr>
<td>Withdrawal from candidature</td>
<td>8</td>
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<td></td>
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<tr>
<td>Examination arrangements</td>
<td>9</td>
<td><em>code-practice, 82-93</em></td>
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<td>Complaints &amp; Appeals</td>
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<td><em>code-practice, 95-96</em></td>
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</tr>
<tr>
<td>Use of Turnitin</td>
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</tr>
</tbody>
</table>

*All forms relating to PGR processes can be found on the REEO Portal on Portia: [https://ex2.chi.ac.uk/reeo/PGRForms.cfm](https://ex2.chi.ac.uk/reeo/PGRForms.cfm)*
5 Entry Processes and Procedures

5.1 General principles for admission
Applicants to all research degree programmes (MPhil/PhD/Pre-PhD Preparation Scheme) should first contact the Research Degree Coordinator (see table on p.9) whose research area or profile most closely matches their research interests.

If you are making a speculative application, you are advised to review the specialisms listed on the University web pages before submitting a CV and a one page research proposal to pgrsupport@chi.ac.uk

Academic staff will advise on the possibility of an applicant undertaking a research degree and will subsequently put them in contact with the PGR coordinator if this contact has not already been made. The academic(s) and the applicants will then agree on a potential supervisory team and begin the application process.

5.2 Application to Pre-PhD Preparation programme
The applicant will then complete the University of Chichester application form for the Pre-PhD Preparation scheme which is available either from REEO or online on the Research and Employer Engagement Office Portal Portia pages of the University intranet pages.

5.3 Application to MPhil/PhD programme
The applicant and their supervisor prepare the two forms: the University of Southampton application form ('Form 1') and the standard University of Chichester application form. The former requires detail about the proposed research study and is independently reviewed and the latter begins the registration process at the University of Chichester.

All necessary forms, including pro-forma and guidance on how to fill out the forms, are available from REEO. Please contact the Postgraduate Administrator (see details above) for further assistance.

All research degree applications require review of ethical issues. The University has an Ethics policy (see the REEO Portal on Portia) and a Research Ethics Committee. The Supervisory team makes the first assessment of ethical issues relating to the proposed research and the student completes an application for ethical approval which goes to the Research Ethics Committee for consideration by the Ethics Sub-Group in the first instance. Do allow time for this process. Four to six weeks is normal for this to occur. Although ethical review is not required for completion of the Form 1 process, it is expected that an application is received within 2-3 months of starting.

The Form 1 and accompanying paperwork (including scrutineers’ reports and ethical review) are assessed at the University Research Degrees Group which meets four times a year. After consideration by RDG the application passes to ERDC (External Research Degrees Committee, at Southampton) for the final stage of the approval process.4

3 Previously the MPhil Probationer scheme.
4 Higher Degree Regulations MPhil/PhD, paragraph 4, ‘In approving candidature the Faculty Programme Committee/ERDC shall state the effective starting date which may not normally be backdated beyond three months’.
Students starting their research degree programmes who have yet to have their Form 1 approved are assigned the formal status of 'Pending'. It would be expected that students submit this form within three months of starting at the University.

5.4 Duration of research degrees

<table>
<thead>
<tr>
<th>Registration</th>
<th>Maximum period of study</th>
<th>Minimum period of study</th>
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</thead>
<tbody>
<tr>
<td>Full-time MPhil</td>
<td>4 years (48 months)</td>
<td>Not less than 12 months</td>
</tr>
<tr>
<td>Full-time PhD</td>
<td>4 years (48 months)</td>
<td>Not less than 24 months</td>
</tr>
<tr>
<td>Part-time MPhil</td>
<td>7 years (84 months)</td>
<td>Not less than 24 months</td>
</tr>
<tr>
<td>Part-time PhD</td>
<td>7 years (84 months)</td>
<td>Not less than 36 months</td>
</tr>
<tr>
<td>Pre-PhD Preparation Scheme</td>
<td>1 year (12 months)</td>
<td>Approximately 6 months</td>
</tr>
</tbody>
</table>
6 Key stages through the PGR Student Life Cycle

6.1 Induction

Once postgraduate students begin their studies they undergo an induction carried out by their supervisory team. An overview of the Induction Process is outlined below:

PGR induction is now carried out in stages:
1. General Induction by the PGR Coordinator or PGR Administrator
2. Actions to be taken by PGR Student
3. Individual Induction with Supervisor
4. Research area/Department-specific Induction (to be facilitated by Supervisor)

Furthermore, an Induction pack is sent to both full MPhil/PhD registered students and Pre-PhD Preparation students, and this will include:

- Formal Offer letter – including start date confirmation slip
- Induction checklist – see below
- Research Events Calendar
- Useful contacts list
- Map of Campus highlighting Accommodation and Facilities
- Guide to the Support and Information Zone (SIZ)
- Staff Development Booklet
- Guidance for completing the Form 1 Application Process
- PGR Student Handbook

The following checklist indicates areas to be covered in this induction process.
6.2 Postgraduate Research Student Induction Checklist

To be completed by newly registered MPhil/PhD within one month of starting for full time students and three months for part-time students. **Forms should be returned completed and signed to PGR Support (REEO)** either to pgrsupport@chi.ac.uk or through the internal mail. Templates can be downloaded from [https://ex2.chi.ac.uk/reeo/Postgraduate-Research-Students.cfm](https://ex2.chi.ac.uk/reeo/Postgraduate-Research-Students.cfm).

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Completed? (please insert date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Induction with Postgraduate Research (PGR) Office in REEO</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>I have been introduced to the PGR Induction Pack and the Induction checklist</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>I have read and understand the Formal Offer letter (including my entitlements and responsibilities)</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>I have been made aware of the expected period of study (including formal start and submission dates) of the research degree</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>I have been introduced to the PGR Student Lifecycle document and understand the requirements and deadlines for formal monitoring of my progress (including upgrade from MPhil to PhD)</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Other than my supervisor/s, I have been made aware of who to approach if I am concerned about any aspect of my research degree</td>
<td></td>
</tr>
<tr>
<td>1.6</td>
<td>I have been given an overview of the information available in the PGR Student Handbook and informed how to access the University of Southampton regulations for research degrees and information about student support and welfare services</td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>I have been introduced to University PGR specific resources – the Virtual Learning Environment (Moodle) and the Intranet (Portia)</td>
<td></td>
</tr>
<tr>
<td>1.8</td>
<td>I have been informed of funding available through the Travel and Conference Fund</td>
<td></td>
</tr>
<tr>
<td>1.9</td>
<td>I have been made aware of the Student Careers Service and understand where it is located</td>
<td></td>
</tr>
<tr>
<td>1.10</td>
<td>I have been shown the South House Postgraduate Centre and understand how I may apply for office or desk space</td>
<td></td>
</tr>
<tr>
<td>1.11</td>
<td>I have been made aware of car parking regulations for the University campus</td>
<td></td>
</tr>
</tbody>
</table>

| 2.0 | Student Actions | |
| 2.1 | I have completed formal registration with Academic Registry** | |
| 2.2 | I have obtained my University ID (library user) card | |
| 2.3 | I have completed the ‘Make me’ process to be able to enable full University IT network and email access ([http://apps.chi.ac.uk/services/makemeexternal](http://apps.chi.ac.uk/services/makemeexternal)) | |
| 2.4 | I have checked my personal details on Student Sonar and submitted any corrections if the personal contact details are incorrect | |
| 2.5 | I have met with the subject librarian(s) appropriate for my research | |
| 2.6 | I have attended a group PGR induction evening and received an introduction to the PG Certificate in Learning and Teaching (I am aware that it is compulsory to enrol on this course if I plan to carry out any teaching duties) | |

| 3.0 | Induction with Supervisor (either Director Studies or nominated member of supervisory team) | |
| 3.1 | I have been made aware of PGR student and supervisor responsibilities (extract from UoS Regulations available in PGR Handbook) | |
| 3.2 | I have been given an introduction to University ethics procedures and considered any ethical issues related to my research project | |
| 3.3 | I understand Health and Safety procedures at the University (particularly in relation to any field work) | |
| 3.4 | I have agreed to arrangements for the supervision of my research degree, notably the responsibilities of each member of the supervisory team | |
| 3.5 | I have discussed and agreed the methods and frequency of supervision sessions during the course of my study together with ways of formally and informally monitoring progress |
| 3.6 | With my supervisor, I understand my research training requirements through the completion of an Academic Needs Analysis and have formulated a Personal Development Plan (PDP) that will be reviewed and updated annually |
| 3.7 | I understand how I should use the Personal Progress Log (PPL) to keep a log of all significant supervisory meetings and training received over the course of my research degree |
| 3.8 | I have been made aware of any opportunities to meet and interact with fellow researchers and postgraduate research students at the University of Chichester |
| 3.9 | I have discussed external development opportunities, particularly networks that exist in my discipline or at other Universities that will allow me to further research in my discipline |

4.0 Subject Specific Induction (to be facilitated by Supervisor)

| 4.1 | I have met key contacts within my research area (including Head of Department, Subject Administrator, Research Degree Coordinator, Sports Science only - Senior Technician and Field Leader) |

Notes (any unresolved issues or queries that require further clarification)

I can confirm that I completed the induction to my research degree programme and know whom I need to contact if I have any further queries about matters relating to my research degree programme.

Student signature and date: ________________________________
Supervisor signature and date: ________________________________

Please return to REEO, Bishop Otter Campus either by internal mail or scanned and by email to pgrsupport@chi.ac.uk

**Please remember you are not a University of Chichester student until you have completed and returned your registration form and received your student ID number, which you will need in order to access the facilities.**
6.3 **Turnitin for Postgraduate Research Students**

Following a decision by Academic Board, the University has introduced the use of the internet-based text matching service, Turnitin, for all new students, starting in 2012-13. This applies to undergraduate, taught postgraduate and research postgraduate students.

*Only research students (inclusive of Pre-PhD Research Study students) who have formally started their research programmes in the academic year 2012-13 onwards will be required to submit work to Turnitin.*

Turnitin will be used at the following points in the student life-cycle –

1. **For students wishing to gain admission to a research degree programme without having completed Pre-PhD Research Study:**
   On receipt of the student’s initial project proposal, REEO will submit it to the PGR Turnitin Portal on Moodle and provide the resulting report to the potential Director of Studies who has been identified by the Research Degree Coordinator. Should the potential student have contacted a member of university academic staff in the first instance, no university application form will be processed until the proposal has been submitted to Turnitin by REEO and the report subsequently signed-off by the potential member of supervisory staff.

2. **Prior to submission of Form 1 to the University of Southampton.** The potential Director of Studies will confirm that they have seen and can sign-off the Turnitin report for section 3.3 of the form.

3. **At formal upgrade from MPhil to PhD.** The student will ensure that a Turnitin report for the upgrade dossier is included with the work submitted to the upgrade panel. The student’s Director of Studies will confirm that they have seen and can sign-off the Turnitin report. This confirmation will accompany Form 3.

4. **Upon formal submission of the thesis prior to examination.** In addition to submission of a printed manuscript, the student will provide REEO with the thesis in an electronic format (typically a Word or PDF file). The student will be required to confirm in writing that the electronic copy provided is identical to the printed manuscript that he is submitting. The student will submit the file to Turnitin and send the resulting report to their Director of Studies. REEO will only forward the printed thesis to the external examiner on confirmation that the Director of Studies has reviewed the Turnitin report. The report will not be forwarded to the examiners. Should the thesis require re-submission 12 months after the first viva examination, the electronic copy of the thesis will need to be checked by submission to Turnitin again.

Supervisors may wish to advise students to submit thesis and chapter drafts formatively between formal submission points. This may assist the student with improving referencing style and techniques. Students who started prior to 2012-13 may wish to use the software in this way.

Students who have both a staff and a student University IT account should take great care that all work that they submit is through the same account on the PGR Turnitin Portal as Turnitin discounts similarities between texts that the account holder has previously submitted.

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**Policy approved by the Research Degrees Group, 3 December 2012**

*REEO, December 2012*

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5 The PGR Turnitin Portal is located on the University’s Staff Moodle- [http://staffmoodle.chi.ac.uk/course/view.php?id=62929](http://staffmoodle.chi.ac.uk/course/view.php?id=62929)
6.4 Upgrade from MPhil to PhD

In the course of the academic year 2011-12, the Research Degrees Group agreed to review and revise existing guidance on the timing of upgrade from MPhil to PhD. So as not to disadvantage current students, the Group agreed that students working to pre-2011-12 guidelines would be able to choose the most appropriate approach to take with their Director of Studies.

The following guidance is intended to supplement (and not overwrite) the definitive source material to be found in the University of Southampton Code of Practice (paragraphs 66-72).6

All forms are available from the Portia Postgraduate Research Support Service pages [https://ex2.chi.ac.uk/reeo/PGRForms.cfm](https://ex2.chi.ac.uk/reeo/PGRForms.cfm)

**Purpose and requirements for upgrade**

Upgrade from initial MPhil registration to PhD is an essential stage in the student's research programme. It confirms both the progress of the student and that the work undertaken has the potential to meet the requirements for the award of PhD.

The process involves an upgrade *viva* that occurs following the submission of a dossier of work that the candidate will present and discuss with a panel.

More specifically, the University of Southampton Code of Practice states:

‘In order to be upgraded, the following criteria must be met:

1. that the student has demonstrated the ability to manage the research project, to become proficient in the special field of research involved, and to achieve success at PhD level given adequate motivation and perseverance;
2. that the project being undertaken is of sufficient scope, originality and theoretical interest to constitute a genuine contribution to the subject in the form of the understanding of a problem, the advancement of knowledge or the generation of new ideas’.7

The student should normally be in a position to present a dossier of about 15,000 – 20,000 words (a mixture of draft chapters, plans, appendices, bibliography, publications, conference papers, etc.) upon which the *viva* upgrade will be based. Exceptionally, a dossier of up to 40,000 words will be permitted.

**Timing of upgrade**

For full-time students upgrade will normally occur between 12 and 18 months into their research degree programme.

For part-time students this will between approximately 24 and 36 months.

It is a University of Southampton requirement that a successful upgrade *viva* must have taken place at least six months before a thesis can be submitted for PhD examination.

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6 [http://www.calendar.soton.ac.uk/sectionV/code-practice.html](http://www.calendar.soton.ac.uk/sectionV/code-practice.html)
7 Southampton Code of Practice, paragraph 68.
**Procedures for setting up an upgrade viva**

The student’s Director of Studies will identify suitable members of an upgrade panel. University of Southampton *Higher Degree Regulations MPhil/PhD* state that the panel should be constituted as follows:

- the student’s Director of Studies
- a member of academic staff who has had no direct involvement in the research who will act as ‘the assessor’. He or she should not be part of the supervisory team but may be within the same research area or University academic department. It is not uncommon for upgrade assessors to also be part of the examiners’ panel for the PhD examination; however, the Southampton regulations state that this is subject to having *no further material contact with the research project since the upgrade and that the other examiner is entirely new to the project*.
- a second member of the supervisory team

The appointment of a member of academic staff from outside the University for this purpose should occur on an exceptional basis and only if no suitable individuals with a sufficient critical perspective can be identified within the University of Chichester.

The student’s Director of Studies will inform the PGR Administrator in REEO of an impending upgrade *viva* by completing and submitting the *Intention to Upgrade* form at least one month in advance of the upgrade *viva*. A copy of the form will also be sent to the relevant research degree coordinator.

The student’s main supervisor will be responsible for making all practical arrangements for the upgrade *viva* – arranging a room, time, and any refreshments. This will include ensuring that all members of the upgrade team are supplied with the upgrade dossier in sufficient time so that it can be reviewed fully before the viva. In the event that the Director of Studies is external to the University, a Chichester based member of the supervisory team should be clearly nominated to make all the necessary practical upgrade arrangements.

**The upgrade viva**

Either of the supervisors may chair the event. A *viva* will normally last for between one and two hours and the supervisors may speak, as it is intended to be more of a ‘round-table discussion’ than an examination.

Comments should be made about sources and methods of research appropriate to the thesis. From an institutional point of view the panel seeks to answer two questions: is the candidate capable of doing a PhD? Do they have enough good material and ideas to justify a PhD thesis?

**Outcomes of the upgrade viva**

Each upgrade should result in a report (Forms 3 & 3A) outlining recommendations they may have made on material they have seen, their views of how the candidate performed, recommendations they may have made for further work, and finally, a report which makes a clear recommendation to RDG as to whether the candidate should be allowed to upgrade. Other possibilities include complete rejection of the case and advice to pursue an MPhil, or rejection at this stage with encouragement to resubmit the dossier after sufficient amendments.

It is the responsibility of supervisor(s) to relay full feedback on the dossier and the *viva* to the student.
If the upgrade is successful, Form 3 (*Application for upgrade of registration from Master of Philosophy to Doctor of Philosophy*) should be completed and forwarded to the Postgraduate Support Office.

Should transfer to PhD not be recommended, Form 3A (*Upgrade Examination Report*) should be completed and submitted to the Postgraduate Support Office.

In both instances the appropriate Research Degree Coordinator should also be sent copies of the reports.

**Formal confirmation of upgrade**

A full report, written by the assessor, is required that outlines the *viva* outcome and summarises the comments and advice of the upgrade panel. This should be attached to Form 3, which should include the last annual progress reports of both student and supervisor(s). The student’s Director of Studies should oversee the completion and submission of the form (with the necessary signatures in Section 4) to the PGR Administrator in REEO, who will then place it on the agenda of the next Research Degree Group (RDG).

RDG will scrutinise the reports and decide whether they can be presented to the External Research Degrees Committee (ERDC) at the University of Southampton. The PGR Administrator will notify the student, supervisors and research degree coordinator of the outcome of the RDG meeting and the subsequent decisions of the ERDC.

**6.5 Transfer to Nominal Registration**

All students who have both completed the minimum period of candidature and upgraded (if a PhD candidate) may apply to enter Nominal Registration if, in the opinion of their supervisor, ‘research is substantially complete (...) and the thesis is being written up’.9

No fee is payable whilst in Nominal Registration if the period does not exceed 6 months. Access to university services (e.g. IT facilities and library) is maintained. The cost of nominal registration for periods exceeding 6 months is given in section 3 above.

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9 *Higher Degree Regulations*, [http://www.calendar.soton.ac.uk/sectionV/mphil-PhD.html](http://www.calendar.soton.ac.uk/sectionV/mphil-PhD.html), paragraphs 19-22
6.6 Preparation of the thesis and the viva examination

The following is based on the information found in the University of Southampton Higher Degree Regulations MPhil/PhD,10 paragraphs 27-40. You are strongly recommended to look at these sections well ahead of your intended submission date.

A thesis may be submitted at any time of the year, but notice of Intention to Submit (form available from Portia) should be given at least two months in advance of actual submission to the PGR Administrator in REEO. This allows time for examiners to be chosen and approved. This is not a deadline and it is not a serious matter if a student submits their thesis later than originally intended, subject to the formal time limits described in Section 5.4 above.

Submission of the thesis is subject to the time limits of minimum and maximum candidature for MPhil/PhD.

A mock viva can be arranged, and is encouraged, to take place a week or so before the Viva. This should be organised through your supervisor.

Word length

A PhD thesis may not exceed 75,000 words in length, or 50,000 words for an MPhil thesis. The figure excludes any appendices, bibliography or additional material.

Thesis specifications11

In preparing the thesis for submission, please be aware of the required formatting specifications as specified by the University of Southampton

Paper used must be:

A4 size (210 x 297 mm), acid-free white paper
bond quality (i.e. minimum 80gsm, and for theses containing a large number of graphs or illustrations 90 or 100gsm)

Text must be:

• typewritten/word-processed;
• in a font not less than 2.0mm high for capital letters and 1.5mm for lower case letters (2.0mm is the equivalent of approximately 11pt character size, depending on the font in use);
• words must be evenly spaced, without right hand justification;
• spacing between lines should be one and a half lines; double spacing may be used if necessary in the interests of legibility, particularly if lines contain mathematical formulae, diacritic marks or strings of capital letters which may require additional space;
• it should be clear where a new paragraph is starting and where matter in the text is being quoted;

10 http://www.calendar.soton.ac.uk/sectionV/sectV-index.html
11 Word thesis templates to facilitate formatting may be accessed from https://ex2.chi.ac.uk/reeo/UniversityofSouthamptonlinks.cfm
• margins at the binding edge must not be less than 40mm (1.5") and other margins must not be less than 15mm (0.59");
• running heads and page numbers should be within the recommended margins; printed double-sided. However, each section or chapter should always start on a right-hand (recto) page, so you may have some pages that are blank apart from the header and footer text.

The Title page (of every volume if more than one) must contain the following information in the order shown

UNIVERSITY OF CHICHESTER
(an accredited institution of the UNIVERSITY OF SOUTHAMPTON)
Name of the Faculty in which the research was conducted
Full title of the thesis and any subtitle
Total number of volumes (if more than one) and the number of that particular volume
Your full name followed, if you wish, by any qualifications and distinctions
Qualification for which the thesis is submitted
Month and year of submission

**Sequence of material**

In a single bound volume, thesis material should be arranged in the following sequence:

Title and subtitle
Abstract
List of contents
List of tables, illustrations etc
List of accompanying material, if any
Author's declaration
Acknowledgements
Definitions, abbreviations used
Text, divided into chapters, sections etc
Appendices
Glossary
List of references
Bibliography
Index

**Abstract**

The abstract should provide a synopsis of the thesis, stating the nature and scope of work undertaken, and the contribution made to knowledge in the subject treated.

The abstract should not exceed one side of paper (preferably within the limit of 300 words). Standard margins should be used, and preferably one and a half spacing, although single spacing will be acceptable if necessary to keep the abstract on a single side of paper.

Four copies of the abstract are required in total for a doctorate, and three copies for an MPhil degree. Of these, one must be bound in each copy of the thesis, immediately after the title page and before the table of contents.

If the thesis is in a language other than English one copy of a translation into English of the abstract must also be provided and must say in which language the thesis is written.
The abstract must be headed as follows:

**Requirements**

<table>
<thead>
<tr>
<th>NAME OF UNIVERSITY</th>
<th>UNIVERSITY OF CHICHESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(in capitals)</td>
<td></td>
</tr>
</tbody>
</table>

**Example**

<table>
<thead>
<tr>
<th>Abstract (capitals underlined)</th>
<th>ABSTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Department(capitals)</td>
<td>FACULTY OF NATURAL AND ENVIRONMENTAL SCIENCES</td>
</tr>
<tr>
<td>Discipline</td>
<td>Ocean and Earth Sciences</td>
</tr>
<tr>
<td>Degree for which thesis is submitted (underlined)</td>
<td>Doctor of Philosophy</td>
</tr>
<tr>
<td>Title of thesis (capitals)</td>
<td>FRACTURES IN COAL SEAMS</td>
</tr>
<tr>
<td>Full name of author</td>
<td>by Arthur Francis Jones</td>
</tr>
</tbody>
</table>

The following conventions for layout of the abstract are to be observed:

- indentation of paragraphs (none for the first paragraph; two spaces for each succeeding paragraph);
- paragraph headings must not be used;
- quotation marks must be single throughout

Further detailed instructions will also be made available following receipt of the Intention to Submit form by REEO and can also be found online at:

https://sharepoint.soton.ac.uk/sites/ese/quality_handbook/Handbook/Completion%20of%20Research%20Degree%20Candidature.aspx

**Reference texts**

Students and supervisors may find reference to classic texts on structuring dissertations useful, e.g.: *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, by Kate L. Turabian. Published by University of Chicago Press, 2007. ISBN 9780226823362

**Outcomes of the viva**

The following are possible outcomes of a Viva:

- Award of PhD or MPhil with no corrections or amendments required
- The submission of minor amendments (within one month of formal notification)
• The submission of modest amendments (within six months of formal notification)
• The student is requested to attend another Viva
• Resubmission of the thesis (within 12 months of formal notification)
• The student is advised to resubmit the thesis for examination as an MPhil
• No award. The student is not permitted to resubmit the thesis

What happens if I am required to resubmit?

Candidates will be allowed to resubmit by a date specified a revised thesis for the same degree for re-examination on one subsequent occasion. The date specified for submission of the revised thesis will normally be no later than twelve months after the formal notification to the candidate.

Candidates who fail to submit a corrected or revised thesis by the date stipulated by the examiners will have been considered to have failed the examination.

What happens if I am advised to resubmit the thesis for examination as an MPhil?

The candidate is given permission within a specified time to apply for consideration for award of an MPhil. This may be permitted without a further examination, subject to any minor amendment of the thesis which may be required by the examiners, or may be subject to re-examination of a revised thesis. In such circumstances, the work must meet the normal criteria for the award of the MPhil degree.

6.7 Date of Award and Graduation

Please note that your award is dated from the time of the Approval of Awards on behalf of the Senate at Southampton and not from the date of the next degree ceremony. Students can collect their awards in person at the next degree ceremony or ask for it to be sent by post. If for any reason it is important that a student receives their award at a degree ceremony in a particular year, they must submit their thesis by 1 April of that year at the very latest. This is because it could take up to three months for the thesis to be read by the examiners, a viva to take place and any minor changes (up to one month allowed for completion) to be completed and then approved. The Graduation team will need to have received the University of Southampton’s pass list before they can book a place to receive the degree at the Graduation Ceremony. Thereafter, an examinations board at the University of Chichester and one at Southampton receive and ratify the examiners’ recommendations; a pass list is produced and finally the award is approved on behalf of the Senate of University of Southampton. This process, too, can take several months, especially if taking place over the summer holiday period of July and August, as these committees sit infrequently during this time.

NB: It cannot be guaranteed that if a thesis is submitted by 1 April the candidate will be able to graduate the same October. Should modest changes (six months allowed for completion) or major changes and a further viva be required, clearly this timetable would be impossible. Students wishing to ensure that they graduate at specific ceremonies should make this known to the Postgraduate Administrator from the earliest possible opportunity.
6.8 Academic Standards for the award of MPhil and PhD degrees

The following section reproduces the criteria to be used for examiners for assessing theses submitted by candidates for the award of MPhil and PhD (source - University of Southampton Code of Practice sections 3-10)\(^\text{12}\)

Extract begins:

The Higher Degrees of MPhil and PhD

3. The MPhil and PhD are higher degrees involving a programme of research training and supervision and leading to the production of a thesis or, in the case of research students in Music or Drama, Dance and the Performing Arts or Art and Design, the production of an original work or recital together with additional material (as specified in Regulation 28, Regulations for the Degrees of Master of Philosophy and Doctor of Philosophy). The MPhil and PhD are two separate, distinct awards with the MPhil differing from the PhD in terms of the scope of study required and the extent of the original personal contribution to knowledge. (Paragraphs 5 to 7 give more details on the levels of attainment required for the MPhil and for the PhD.)

The Thesis

4. The thesis (or equivalent submission for Music, or for Drama, Dance and the Performing Arts, or for Art and Design) which is the outcome of the research project and the training programme, must be composed clearly and presented in the required format. The subject should be dealt with in an orderly manner using appropriate research methods and techniques and displaying critical discrimination in evaluating the evidence.

The Difference between MPhil and PhD

The PhD

5. For the award of PhD, research students must have demonstrated:
   a. the creation and interpretation of new knowledge through original research or other advanced scholarship, or of a quality to satisfy peer review, extend the forefront of the discipline and merit publication;
   b. a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or an area of professional practice;
   c. the general ability to conceptualize, 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;
   d. 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.

\(^\text{12}\) [http://www.calendar.soton.ac.uk/sectionV/code-practice.html](http://www.calendar.soton.ac.uk/sectionV/code-practice.html)
The MPhil

6. The MPhil is an award of considerable distinction in its own right and is awarded for the successful completion of a substantial element of research or equivalent enquiry. The MPhil differs from the PhD only in terms of the scope of study required and the extent of the original personal contribution to knowledge.

7. More specifically, for the award of MPhil, research students must have demonstrated:
   a. 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;
   b. 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;
   c. conceptual understanding that enables the research student to:
      • evaluate critically current research and advanced scholarship in the discipline; and
      • evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses;
   d. a comprehensive understanding of techniques applicable to their own research or advanced scholarship.

Research Degrees in Art & Design, and in Dance, Drama and Performing Arts

8. Where original practical work is submitted in part fulfilment of the MPhil or PhD degree (see Regulation 28 of the Regulations for the Degrees of Master of Philosophy and Doctor of Philosophy), it should take the form of an exhibition or other relevant visual presentation of practical outcomes as befits the professional standards of the discipline. Such work should conform to the guidance set out in paragraphs 3 to 7 above. In addition, the work submitted for examination (practical work and written text taken together) should critically reflect on the research process and clearly set out:
   • the research issues, problems or questions that have been addressed;
   • the context in which those issues, problems or questions are located (what is known or understood in the general area of the proposed research already and how addressing or answering the issues, problems or questions specified will enhance the generally-available knowledge and understanding of the area in question); and
   • what research methods have been used to address these issues, problems or questions.

9. The written documentation that accompanies any submission of original practical work would normally be expected to be a minimum of 20,000 words in length.

10. University examination procedures will be followed. Research students from Art and Design will be required to produce for the external examiner an electronic reproduction of the practical project to accompany the written thesis (details to be agreed with the main supervisor or other member(s) of the supervisory team).

END OF EXTRACT

Further information on UK doctoral characteristics can be found in the QAA publication *Doctoral Degree characteristics*(2011).
6.9 Monitoring and Reviewing of Progress

This section covers arrangements for the regular monitoring and review of an individual’s research degree programme and personal development.

Annual student/supervisor Progress Report
The student and supervisor are required, on an annual basis (August-September), to complete an Annual Progress Report which details the student’s progress and experience for the year.

The forms cover basic student and supervisor details (recording any changes) and other important information such as frequency of meetings, training received, and a concise plan of action for the coming year. These forms (2a and 2b) are available on Portia.

All progress forms are reviewed by the relevant Research Degrees Coordinator, and Area Summary Reports are considered both by the Research Degrees Group and as a part of the University Annual Monitoring process.

Personal Progress Log
All students should complete and maintain a Personal Progress Log (see Appendix F of this handbook). A template can be accessed from the REEO Portal on Portia https://ex2.chi.ac.uk/reeo/Postgraduate-Research-Students.cfm

The Personal Progress Log serves as a record of transferable skills, training participation and attainment as a Graduate Student. Its purpose is to help students to plan their own training and to record the outcomes. As well as gaining valuable skills through the training itself, students will find that the information accumulated in the Log will prove helpful when updating CVs and applying for jobs. Please also see Section 8.7 about Personal Development Planning below.

Starting out: students find it particularly helpful to log your meetings with their supervisor in the first few months; they will also use the Log to record the results of an initial skills assessment.

Annual Progress Report: the Log is an essential part of the Annual Progress Report and must be submitted with it.

Final Examination: the Research Degrees Group reserves the right to call for the Log, and a copy should be provided to the Research and Employer Engagement Office. It is the student’s responsibility to ensure that their Director of Studies is aware of the training activities that they have undertaken.

If the Personal Progress Log has been regularly maintained with details of supervision meetings and training attended, reporting on progress made throughout the academic year will be considerably easier.
7 Other Student Processes

7.1 Suspending or withdrawing from the research programme
In the event that a student wishes to withdraw or suspend their studies please contact the PGR Administrator.

Under the University of Southampton regulations, candidates for MPhil and PhD (with the support of their supervisor) may request a temporary suspension of candidature or extension of candidature. Each application is carefully scrutinised by the Research Degrees Group in the first instance before being submitted to the External Research Degrees Committee. During suspension or extension of candidature, candidates should not receive any supervision.13

7.2 Appeals and Complaints

During candidature

In the first instance, students should speak to a member of their supervisory team if they have any concerns about their progress or if there are difficulties with working relationships and practices that are obstacles to progression.

Any students subsequently with concerns about any aspect of their research degree programme should contact the Director of Research. All endeavours will be made to resolve any complaints informally and in confidence in the first instance. Should these efforts be unsuccessful, the student has the right to make a formal complaint as set out in Appendix 4 of the University of Chichester Academic Regulations ('Procedures for Resolving Student Complaints') that are available on Portia.

Appeals Procedures

Students wishing to appeal against a decision relating to final examination should consult section 11.6 of the University Academic Regulations (‘Appeal against a decision of a Board of Examiners by postgraduate research students’).14

7.3 Student Feedback

PGR students may provide feedback on their experience of research studies in a number of ways, primarily through the annual progress report, and secondly through the annual Student Questionnaire administered by the REEO. The REEO is always open for visits and queries from students who require information about their research degree programme.

Prior to Research Committee meetings (four times in the academic year), the two PGR representatives will hold informal gatherings to allow students to raise any specific issues that they might have. Every year, a meeting is held to discuss and consider the findings of the latest Student Questionnaire. Students may also instigate discussion about common issues through the Postgraduate Research Students Forum that is found on the Research Moodle.

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13 University of Southampton, Higher Degree Regulations MPhil/PhD, paragraphs 23-26, http://www.calendar.soton.ac.uk/sectionV/mphil-phd.html
7.4 Student Representation

PGR students are encouraged to become a student representative within their subject area or at University level. Postgraduate student matters are discussed at the highest level including: Research Degrees Group, Research Committee, Academic Standards Committee, Academic Management Team, and Academic Board. PGR students may also wish to get in touch with the Postgraduate Representative within the Students’ Union. See table on p.8 for details.
8 Training and Development

Monitoring of training
The training needs of each individual student is assessed at the outset of studies through:

(a) participation on the Pre-PhD Preparation Scheme,
(b) the identification of training noted on Form 1 when a student becomes registered with the University of Southampton
(c) regular analysis of academic needs (see also Appendix B of this handbook – The Researcher Development Framework)
(d) an annual training review
(e) Annual student/supervisor progress report

8.1 Training Environment for PGR Students
The University of Chichester provides subject-specific, generic research and transferable skills training to its postgraduate students. This is delivered either through experiential ‘on-the-job’ training, through research events or through taught provision within the subject area, Faculty or at the wider University level. The taught provision includes modules on relevant Masters programmes as well as the training coordinated by REEO (see below).

Subject-specific research training may be delivered via either specialist courses or face-to-face tuition with a member or members of the supervisory team. The supervisors should provide an assessment of a student’s academic needs at the start of the supervisory process – please use Appendix B to stimulate discussion. Supervisors should draw the student’s attention to courses advertised on the intranet or make the arrangement directly with the student in the case of tutorials. Any training received should be recorded in the supervisor’s and student’s annual progress report and the Postgraduate Research Student Personal Progress Log (see appendix E of this handbook).

The Staff Development Booklet provided at your Induction gives details of a full range of generic skills courses from time management to presentation skills. To register your interest in any of the courses held please contact Kevin Botto (K.Botto@chi.ac.uk) or Abigail Mann (A.Mann@chi.ac.uk). The Staff Development programme can be found on Portia at https://ex2.chi.ac.uk/hr/staffdevelopment/.

A University Calendar of Research Events advertising research seminars, training days and workshops is updated and circulated on a regular basis to all PGR Students and is available via the Research Moodle. PGR students should also speak to their supervisor and/or the Research Degree Coordinator for their research area to find out about other external research events, e.g. seminars, reading groups and conferences, in which they might participate.

8.2 Training specific to PGR students
The Research and Employer Engagement Office provides training to all PGR students. Training events will be held throughout the year. Topics include:

- Induction (including Introduction to the University and key staff, the life cycle of the postgraduate programme (MPhil/PhD) including an overview of administration relating to postgraduate students;
- Planning and conducting your literature review;
- Upgrade from MPhil to PhD;
- Writing up your thesis;
- Preparing for your viva.
Information regarding the above courses will be circulated later in the Academic Year.

8.3 Postgraduate Arts & Humanities Research Forum

The Postgraduate Arts & Humanities Research Forum (launched in October 2012) provides the opportunity to hear presentations and discuss research with other postgraduate students from across the University. As such, the Forum provides an excellent opportunity for informal personal development via presentations and constructive and creative debate. The PGR Coordinator will circulate information regarding meeting dates and times. Please see section 7.4 above for information about general student representation.

The REEO welcomes initiatives from students in creating informal research groups or events across disciplines. Please contact Antony Walsh (a.walsh@chi.ac.uk) if you would like to take such an initiative forward.

8.4 Training at the University of Southampton

University of Chichester PGR Students have access to courses organised by the Researcher Development & Graduate Centre of the University of Southampton. Full details on the training available can be found at: http://www.southampton.ac.uk/gradschools/graddev/trainingdirectory.html. Places on courses can be booked via Gradbook (http://www.gradbook.soton.ac.uk/). The REEO will be liaising with the University of Southampton to obtain logins for new students.

8.5 Epigeum online training

From 2012-13, the University will be making Epigeum online researcher training courses available through Moodle.

The courses that can be accessed are:

- Epigeum Research Skills Master Programme
- An Introductory Video to Research Skills
- Intellectual Property in the Research Context
- Getting Published in the Arts
- Getting Published in the Sciences
- Ethics 1: Good Research Practice
- Ethics 2: Working with Human Subjects
- Project Management in the Research Context
- Career Planning in the Arts, Humanities and Social Sciences
- Career Planning in the Sciences
- Managing your Research Supervisor or Principal Investigator
- Selecting a Conference, Presenting & Networking
- Research Methods in the Arts and Humanities
- Research Methods in the Social Sciences
- Research Methods in the Sciences
- Entrepreneurial Motivation
- Opportunity Recognition, Creation and Evaluation
- Entrepreneurial Resources

8.6 What constitutes training?

Students who gain the most from training are those who take a 'portfolio' approach to development and are aware of the wide variety of different opportunities that can be accessed both at the University but also by engaging with subject specific events such as conferences, workshops or seminars elsewhere.

The following may all be described as 'training' that should be recorded in the student's Personal
Progress Log:

- Attendance at the Research Seminar programmes held by groups and academic departments – these occur on a regular basis each term;
- Attendance at training opportunities contained within the various MA/MSc programmes run at the University of Chichester, such as ‘Research Methods I & II’ contained within the MSc in Sport & Exercise Science, worth 40 credits – at least six MA routes contain modules designed to discuss research methods within a chosen field;
- Attendance at general postgraduate training events organised regularly throughout the year coordinated by the REEO;
- Attendance at general events designed to promote social and presentation skills associated with research;
- Attendance at specialist or subject association events (regionally or nationally);
- Attendance at events and conferences held in nearby universities or in London;
- Attendance at conferences held at University of Chichester
- Attendance at sessions mounted by the Learning Resource Centre or by IT Services;
- Attendance at sessions held with Subject Librarians;
- Enrolment and work towards the PG Certificate in Learning and Teaching.

Training needs are met by a combination of the following people:

- Research Supervisors;
- Research Advisors;
- Academic colleagues at University of Chichester;
- Visiting Fellows and Professors;
- Research Degree Coordinators;
- Subject Librarians and IT staff;
- External consultants;
- Staff from REEO;

The above are monitored and evaluated annually (a) through the production of progress reports by staff and students and (b) through questionnaire surveys.

8.7 Personal Development Planning for researchers

Personal Development Planning (PDP) works best when participants sign up to the process, rather than seeing it as another task or form to be completed. How PDP is done is less important than the process of doing it – and for this the researcher may need encouragement from the supervisory team. Some individuals are naturally reflective and will adapt well to a PDP process, but others may be more ‘activists’ and find this difficult to do at the start.

PDP works best if:

- embedded in research degree processes, particularly as an integral part of supervisions and progress reviews
- encouraged by the institution, particularly the supervisory team and department
- well supported by the institution, with links to information on and access to development opportunities, such as courses, seminars, etc.
- flexible to suit different learning styles
- time is put aside for ‘reflection’
- the process is owned by the researcher.

The benefits of PDP are that the researcher:

- can be more organised and have good time management
- will become more self-aware and able to identify their training needs
• will have a record of progress, both personal and research, that will be invaluable during the writing-up process
• will be committed to their continued professional development and more likely to take ownership of their career development.

We would encourage students and supervisors to discuss how the following might be of best use in their specific circumstances. It is largely a matter of keeping a record of the following issues in your Personal Progress Log:

• Your original training needs an evaluation conducted when first registered as a research student together with commentary on progress with original and newly discovered needs over the course of your work.
• A record of key points raised in tutorials with supervisors and how you are dealing with these matters over time.
• A record of training events attended with comments on how they might affect your work in particular.
• A record of research seminars and workshops that you might attend, again with comments on impact.
• A record of other general training experiences that might be gained in other universities and centres.

Effectively, what is being encouraged is the maintenance of a running log or commentary on your progress as a research student, the completion of which is something that might actually assist the writing of various sections of your thesis. A folder for your PDP might contain other general notes, details of key questions posed at different stages in your research – which, after all, might stretch out over several years. It could act as the compilation of aspects of the bibliography and a record of key types of evidence used in your research.

Because this is a long-term exercise, you might also consider other approaches to PDP thinking from time to time, perhaps conducted with your supervisor, to reassess where you are, something particularly appropriate to the ‘middle game’ and vital to the ‘end game’. Consider these classic questions:

• Where have I been?
• Where am I now?
• Where do I want to be?
• How will I get there?
• How will I know when I have arrived?
• What support might I need?

If this works well, the maintenance of a PDP should not only assist you in making good progress with your research, it should help you in the process of writing your thesis. It may also be of considerable use when writing your conclusions and preparing for your viva voce examination. And it just might come in handy when writing an effective CV and being interviewed for a job.
8.8 The Researcher Development Framework (RDF)

The Vitae Researcher Development Framework is a sector recognised tool for Personal Development Planning.

The Researcher Development Framework enables researchers to articulate their skills and take a pro-active approach to their own professional development. You can use the Researcher Development Framework on a regular basis to:

- plan professional or career development for teams or groups of researchers
- work with individual researchers to explore strengths and areas for further development
- identify formal and informal opportunities for development
- inform constructive development discussions and career opportunities inside and outside academia that suit their strengths, for example in review meetings
- use the framework for regular appraisals to explore skills and areas for development or aid your own self-reflection and goal setting.


Further details can also be found in Appendix B of this handbook.
9 Annual Checklists

What am I supposed to be doing and when?

During each year of your candidature you will be expected to undertake certain tasks in order to progress to the next year of study. On the next four pages are four annual checklists, each for a different period candidature; some tasks are recurring, others are specific to that particular period.

Each ‘year’ runs from September to September. A part-time year is roughly equivalent to two full-time years (about 24 months). Please note that all timings are approximate and will be affected by the time at which you begin your period of candidature.

Start as you mean to go on by monitoring your own progress through the annual checklists.
### 9.1 Annual Checklist Year One

*Year one is the first 12 months (full-time) or 24 months (part-time) of your period of candidature. During this period I have:*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered</td>
<td></td>
</tr>
<tr>
<td>Attended Induction</td>
<td></td>
</tr>
<tr>
<td>Had my initial supervision meeting</td>
<td></td>
</tr>
<tr>
<td>Kept a log of <em>all</em> my supervision meetings and training</td>
<td></td>
</tr>
<tr>
<td>Carried out a skills audit and created a Personal Development Plan</td>
<td></td>
</tr>
<tr>
<td>Submitted an <em>Application for Ethical Review</em> form</td>
<td></td>
</tr>
<tr>
<td>Undertaken the equivalent of 5 days of specialised and transferable skills training</td>
<td></td>
</tr>
<tr>
<td>Completed an Annual Progress Report</td>
<td></td>
</tr>
</tbody>
</table>

*I might also have:*

- Attended conferences
- Given a conference paper
- Considered publication

### 9.2 Annual Checklist Year Two

*Year two is the second 12 months (full-time) or 24 months (part-time) of your period of candidature. During this period I have:*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-registered</td>
<td></td>
</tr>
<tr>
<td>Kept a log of <em>all</em> my supervision meetings and training</td>
<td></td>
</tr>
<tr>
<td>Carried out a skills audit and updated my Personal Development Plan</td>
<td></td>
</tr>
<tr>
<td>Undertaken the equivalent of 5 days of specialised and transferable skills training</td>
<td></td>
</tr>
<tr>
<td>Upgraded from MPhil to PhD</td>
<td></td>
</tr>
<tr>
<td>Completed an Annual Progress Report</td>
<td></td>
</tr>
</tbody>
</table>
I might also have:

Attended conferences

Given a conference paper

Considered publication

Led a training session

Helped to organise a conference

9.3 Annual Checklist Year Three

Year three is the third 12 months (full-time) or 24 months (part-time) of your period of candidature. During this period I have:

<table>
<thead>
<tr>
<th>Re-registered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kept a log of all my supervision meetings and training</td>
</tr>
<tr>
<td>Carried out a skills audit and updated my Personal Development Plan</td>
</tr>
<tr>
<td>Undertaken the equivalent of 5 days of specialised and transferable skills training</td>
</tr>
<tr>
<td>Completed an Annual Progress Report</td>
</tr>
</tbody>
</table>

I might also have:

Attended conferences

Given a conference paper

Considered publication

Led a training session

Helped to organise a conference or seminar series

Transferred to nominal status

Prepared my thesis for submission

Submitted (congratulations!)

Had my viva

Graduated ...

Had a job interview

Found a job (more congratulations!)

Annual Checklist (optional) Year Four
*Year four is a final optional period of candidature, often referred to as the ‘writing-up’ period. This will not always be a full 12 months – you should discuss your options for this year with your supervisor.*

**During this period I have:**

<table>
<thead>
<tr>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-registered</td>
</tr>
<tr>
<td>Kept a log of <em>all</em> my supervision meetings and training</td>
</tr>
<tr>
<td>Transferred to nominal status</td>
</tr>
<tr>
<td>Prepared my thesis for submission (6 months after nominal registration)</td>
</tr>
<tr>
<td>Submitted my thesis (congratulations!)</td>
</tr>
<tr>
<td>Had my <em>viva</em></td>
</tr>
<tr>
<td>Graduated ...</td>
</tr>
<tr>
<td>Had a job interview</td>
</tr>
<tr>
<td>Found a job (more congratulations!)</td>
</tr>
</tbody>
</table>
10 Supervision and guidance on the student-supervisor relationship

The quality of the student-supervisor relationship is critical to the success of the research programme. The following section describes the roles and responsibilities of the student and supervisor and the expectations of both parties in maintaining this relationship and ensuring an excellent student experience.

The information below is based on information provided in the University of Southampton Code of Practice, paragraphs 40-48.15

All supervisory meetings should be recorded in the Personal Progress Log. 16

10.1 A Summary of the role/responsibilities of supervisor and student

SUPERVISOR responsibilities:

- to give guidance about the nature of research and the standard expected;
- to identify a student's training and development requirements;
- to set completion dates for successive stages of the work;
- to return written work in a reasonable time with constructive criticism;
- to maintain contact with the student through regular tutorial and seminar meetings; for full-time students tutorials should be at least once a month;*
- to be accessible at other reasonable times to give advice;
- to monitor the student's work, to ensure that the student is made aware if progress is inadequate or the standard inappropriate;
- to give assistance to the student in being able to present the work at seminars and conferences etc. or to publish as appropriate.

*If the supervisor is absent for a substantial period a replacement should be made.

In the event that a student's Director of Studies is external to the University of Chichester, it is his responsibility to agree and communicate the details of the nominated internal supervisor who will carry out all administrative duties relating to supervision to the Research and Employer Engagement Office (pgrsupport@chi.ac.uk).

STUDENT responsibilities:

- to discuss with their supervisor the type of guidance and comment found most helpful and to agree to adhering to a schedule of meetings, the frequency of which will vary during the period of candidature with more meetings in the first year and especially in the first term;
- to take the initiative in raising problems or difficulties and indicating at an early stage any perception that supervision is inadequate (in the first instance, if you have a formal complaint, you should approach your supervisor, Research Degree Coordinator or else the Director of Research. More information is available on Portia, on the Student Support Services pages).
- to maintain the progress of work as agreed, in particular the presentation of written material in good time;
- to agree the amount of time to be devoted to the research;
- to record supervision and training in the personal progress log
- to provide an annual statement of progress of the work (annual progress report)

15 http://www.calendar.soton.ac.uk/sectionV/sectV-index.html
16 The Personal Progress Log should be submitted with the annual progress report and on submission of the thesis.
• to decide when the thesis is to be submitted after taking account of the supervisor’s advice;
• to participate in research training, attend conferences, seminars, present papers for
publication or for conferences as appropriate.
• Students may be asked to carry out up to 6 hours of teaching per week although this should
not interfere with their studies.
• Students are expected to record their supervision and training in their Personal Progress
Log.

BOTH STUDENT AND SUPERVISOR SHOULD HAVE A CLEAR, AGREED UNDERSTANDING OF THE
FREQUENCY AND NATURE OF CONTACT REQUIRED AT ANY PARTICULAR STAGE.

10.2 Expectations of Postgraduate Research Students at the University of
Chichester

This section is a response to requests made in student evaluations for more comment on what is
expected of postgraduate research students at University of Chichester. It contains a mixture of
advice and pragmatic considerations.

Research students are often accepted via the Pre-PhD Preparation Scheme, which is designed to
give candidates time to establish their own research routine, test their resolve and carry out
feasibility studies towards completion of Form 1 and full registration of a research proposal. During
this phase they will meet fairly regularly with a supervisor whose aim is to help in the process and
identify a full supervisory team. Candidates may be asked to carry out various forms of writing at
this stage: reviews of work, statements on their personal background in the field, plans of various
types, bibliographical exercises, and commentaries on types of evidence and methods of enquiry.
These are all designed to gain more information on the candidate and to hone down the area of
enquiry. The scheme allows for six supervision sessions with the supervisor with each session
lasting (roughly) 1½ to 2 hours.

During this phase, candidates are also asked to complete an assessment of their own training
requirements which is then used to inform advice given and recorded on Form 1. Such needs might
range from training on specific research methods, handling of sources, location of materials,
through to a range of ways in which IT and new technologies may assist modern research. They
may also include a range of social, presentation and management skills. Students will be asked to
indicate which of these needs require training, and from which they may reasonably claim
exemption.

At a very early stage, after registration, the supervisor and candidate should ensure that a full
induction has been carried out in accordance with Section 6.1 of this Handbook.

Students may expect full and critical advice as they work to complete Form 1, but the responsibility
for that form and its proposal lies with them. Likewise, students should carry out an honest
appraisal of their training needs. Early identification of areas in which the supervisor can help – no
matter how trivial the issue might appear – is really helpful in ensuring smooth progress. Students
should never be afraid to voice concerns in tutorials; consider how easy it is for the supervisors to
forget to talk about what they might think of as obvious. A good supervisor will never mind being
asked to explain more fully, clarify issues, or to assist in the development of a good research
proposal.

Supervisors will often challenge a candidate’s thinking, not because they necessarily disagree or
wish to force a person in a particular direction, but because they wish to check the standpoint out
thoroughly and be sure that the candidate has weighed up all the options. If you are feeling
uncomfortable about the supervisor’s challenge it may be useful to reflect on the process – is it
sitting uncomfortably with your learning style, and would it be worth critically evaluating your
response?

To this end, one exercise at both the beginning and the end of a research project is to ask a student to come up with very different plans for ways of structuring the thesis.

This has the benefit of checking on ideas that may have been ‘assumed’ rather too readily, checking ‘obvious’ ways of presenting material, and highlighting ways in which the presentation has to cater for rival viewpoints. Hence with History theses, for example, there is always a tension between thematic and chronological approaches. Thematic treatments assist the process of critical analysis, but possibly cloud issues of timing and place; chronological approaches are strong on time, but may pull the candidate too strongly to narrative and description. There is never an ‘obvious’ way in which a thesis should be presented and students should spend some time each year reflecting on their chosen structure and the sometimes implicit choices that they have made. Writing a thesis is an intricate decision-making process and good candidates are aware of those decisions made at so many levels, aware of the choices and implications and able to defend their chosen stance.

It is important to establish good working routines that will stand the test of time throughout what will probably be several years of research. Each student will have to discover his or her own research rhythm. Again, this is a matter that should be discussed freely with a supervisor, for it might turn out to be as important a consideration as any issue of subject content. Supervisors will each have his or her own tips, but the decisions will again rest with the student and there will inevitably be some trial and error. People work best at different times of the day and night. Some organise time well over different periods; some are better at using the computer to manage information and files. Inevitably you will hear the advice that it is never too early to start writing!

It is important that, where possible, students take opportunities offered to attend research seminars and conferences mounted by their fields. Nothing beats interaction with other research students even when their spheres of interest seem radically different from your own. All students will be encouraged to give seminar papers from an early date, for again this assists in formulating ideas and testing hypotheses, methods, etc.

In conclusion, it is important that students keep in close touch with their supervisors and the PGR Administrator. It is distressing to discover that students have fallen ill/experienced long-term sickness and not notified people when help could be offered or suspension of studies granted. It is doubly distressing if students move and we are unable to make contact because we possess out-of-date addresses. Students should be reassured that colleagues will be keen to support and advise them accordingly.
11 University Facilities and Support Services

This section of the handbook is a general guide to University facilities and support services that postgraduate research students may access. You are strongly advised to use the web links provided to obtain the most recent information.

11.1 Support and Information Zone (SIZ)

SIZ – your first point of contact for key University services

The Support and Information Zone (SIZ) is your first point of contact for many University services and is available for extended hours, weekdays and weekends, to support and advise you. The SIZ is physically located in the Learning Resource Centres (LRC), but is also accessible via telephone, email and self-service through the University intranet. SIZ has friendly support staff able to assist with many aspects of University life, including general IT and library support, queries relating to academic registry or finance and appointment bookings for a full range of student support services (careers, disability and dyslexia support, financial support, counselling and health advice). For more complex IT or library queries, specialist staff are also available to assist and train you in the use of all specialist LRC resources.

Contacting the SIZ

There are four ways to contact the SIZ service:

- Telephone: (01243 81) 6222
- Email: help@chi.ac.uk
- Online: Self Service portal on Portia home page
- In person: SIZ counter, Learning Resource Centres
- Social Media: www.facebook.com/SIZchiuni and www.twitter.com/SIZ_chiuni

Further guidance to student services is provided in the online University of Chichester Student Handbook which accompanies this handbook

http://apps.chi.ac.uk/services/studenthandbook/index.cfm

http://www.chi.ac.uk/student-life/how-we-will-support-you/support-and-information-zone

11.2 Learning Resource Centre (University Library Services)

The Learning Resource Centres hold some 220,000 books and around 380 print subscriptions to journals, as well as electronic access to a further 12,000 journals containing over 20 million articles. Students also have access to approximately 250,000 e-books through DawsonEra and ebrary.

All of these electronic resources can be accessed through the Library pages of the university’s Portia intranet site, both on and off campus (http://www.chi.ac.uk/portia/). All subject areas have specific sections within the student Moodle pages that allow library users to identify and access pertinent resources more easily.

At the Bognor Campus there is a ‘Classroom Resources’ collection, which allows trainee teachers to borrow an array of materials relating to the national curriculum for use in their classrooms, including puppets, educational toys, children’s fiction books and posters.

17 Portia can also be accessed using the ‘Student & Staff Area’ tab on the main University web page together with your network login. Help is available from the Student Information Zone (SIZ) on 01243 816222.
The Bognor LRC contains a café, social areas, two open-access IT/teaching rooms, and wi-fi throughout, with bookable areas for group work, and a silent study area.

**Opening Hours for both Campuses**
See [https://ex2.chi.ac.uk/lrc/LibraryInformation.cfm](https://ex2.chi.ac.uk/lrc/LibraryInformation.cfm) on Portia for information about opening hours of the libraries on the Bishop Otter and Bognor Regis campuses. Library users should note that opening hours may be restricted out of Semester.

**Borrowing books**
There are a range of loan categories:

- **Short** – for 2 days/weekend (Yellow Band)
- **Intermediate** – for 1 week (Green Band)
- **Standard** – for 4 weeks
- **Reference** – LRC use only (Red Band)

Postgraduate students can borrow up to 25 items from the LRC and these can be renewed by telephone, online (through the library catalogue), by email, or in person on campus.

All PGR students have access to seminars, conferences and specialist resources contained in the Learning Resource Centres at both the Bishop Otter and Bognor Regis Campuses. In addition to usual daytime hours, the LRCs are open at certain times during the evenings and at weekends. The library is part of the SCONUL Access Scheme, which guarantees rights of access elsewhere in the country. The University of Chichester has a library collection of over 226,000 items: this includes a substantial number of DVDs, CDs, computer software and document packs, as well as books and periodicals. Furthermore, our electronic resources, which can be accessed remotely, include many thousands of full text articles and books. We also have special collections in certain fields, notably Theology, Creative Writing, World Religions, Education and Sports Sciences, that are second to none in the region. We are happy to receive suggestions for new materials, either through your Subject Librarian (Details below), or by contacting leo@chi.ac.uk.

**Need an Inter-Library Loan?**
Inter Library Loan (ILL) request cards are obtained from the SIZ counter. Please sign and complete clearly, giving as much detail as possible. Postgraduate students can obtain up to 20 ILLs free of charge per annum, after which copies are charged to their Department.
**How long does it take?**
This depends on the availability of the item.
Photocopies from journals in stock in the British Library take about five working days.
Book loans from the British Library (BL) generally take between 10-15 working days after request to arrive. BL standard loans are for 6 weeks.
If an item is not in stock at the British Library, you will be asked if you want us to try other libraries. Please note this will cost £5 just for the search service and may not result in us obtaining the item – the fee is non-refundable, even if we cannot supply the item. Some items will be sent to us for use in our LRC only.

**Can I request theses?**
Theses from British and American universities can be obtained from the British Library. Each thesis requires three Inter-Library Loan (ILL) request forms (equivalent to three items) and a declaration form may have to be signed. Some theses can take up to six weeks to be supplied.
You can also obtain an increasing number of theses in digital format (free of charge!) from the British Library's EThOS service ([http://ethos.bl.uk/Home.do](http://ethos.bl.uk/Home.do)).

**What is not available?**
Certain categories of material are more difficult to obtain than others. These include fiction, videos, items published before 1801, and some Australian and Canadian journals. However, we are always willing to try to obtain anything.
Please remember, you cannot reproduce any publication obtained from the British Library.

**Where can I get specialist help?**
Advice on specialist sources, bibliographic and information retrieval techniques can be sought from your Subject Librarian.

<table>
<thead>
<tr>
<th>Subject Librarian</th>
<th>Contact Info</th>
<th>Subject Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Jones</td>
<td>ext: 2094</td>
<td>Education (incl. Science Education)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:a.jones@chi.ac.uk">a.jones@chi.ac.uk</a></td>
<td>Adventure Education, Counselling, P.E., Sport</td>
</tr>
<tr>
<td>Currently vacant</td>
<td>ext: 2082</td>
<td>Development and Management, Sport and Exercise Sciences.</td>
</tr>
<tr>
<td>(contact Steve</td>
<td><a href="mailto:s.bowman@chi.ac.uk">s.bowman@chi.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Bowman)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janet Carter</td>
<td>ext: 6087</td>
<td>Theology, Dance</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:j.carter@chi.ac.uk">j.carter@chi.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Ruth Clark</td>
<td>ext: 2119</td>
<td>Classroom Resources, Maths, Applied Language Studies (ALS)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:r.clark@chi.ac.uk">r.clark@chi.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Steve Bowman</td>
<td>ext: 2082</td>
<td>SEMAL, Psychology, Learning &amp; Teaching</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:s.bowman@chi.ac.uk">s.bowman@chi.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Wendy Ellison</td>
<td>ext: 6085</td>
<td>English, History, Media, Music, Fine Art, Childhood Studies, Performing Arts, Social Work</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:w.ellison@chi.ac.uk">w.ellison@chi.ac.uk</a></td>
<td></td>
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</tbody>
</table>
Other Libraries
As part of the national SCONUL Access scheme, postgraduate students can obtain a Sconul card from the SIZ desk at either site which then enables them to use any other Higher Education library that belongs to the scheme. Details of Sconul can be found at http://www.access.sconul.ac.uk/users_info.

11.3 University IT facilities (http://help.chi.ac.uk/)
At both campuses there is an integrated approach to the provision of learning resources and support, enabling all our students to:

- Use a range of study areas for group, quiet and silent study with wi-fi for laptops, phones and tablets
- Find an open access PC or Apple Mac to work at with a range of software to support their studies, use the University virtual learning environment (VLE) and a wide range of electronic resources, and access the internet
- Borrow a netbook or specialist media equipment
- Receive support from a team of support advisors, subject librarians, IT and media technicians and academic skills specialists

Student IT facilities are centred on the Learning Resource Centres, and supported by a state-of-the-art wireless network covering all key areas. The network gives fast internet access, as well as opening up all our online resources and Virtual Learning Environment. There are printers located all around the campus, and our “follow-me” service means you can pick up your job from any convenient machine. IT support is readily available; there is extensive online help, or you can contact us via the Support and Information Zone counter, telephone (whenever the LRCs are open), by email (help@chi.ac.uk) or self-service at any time.

University Virtual Learning Environment – Moodle
Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). A number of important resources for staff and students are available through the University’s Moodle implementation, including the Research Moodle.

11.4 Multimedia Facilities
The University of Chichester’s Media Centre is a facility designed to support students and staff from across the university in working with digital media – video, audio, and graphics. Whatever your subject area or your expertise, you are welcome to use the facilities and consult our specialist experts.

Its permanent home is on the ground floor of the Learning Resource Centre at Chichester where you will find Apple iMacs and a wide range of software supporting work with video, graphics, sound and motion. During summer 2012, the Centre was completely refurbished as part of the wider refurbishment of the LRC, and from September 2012 we are back in full operation, with six professional edit suites and a finishing suite each in its own its own sound proof enclosure, two flexible teaching/open-access rooms and an open area equipped with the latest iMacs and software, all brand new. The large format printer, data conversion facilities, and our specialists to support you are all close at hand.

For more information, including opening hours, software availability and supported formats, visit the Media Centre pages at http://help.chi.ac.uk/media-centre

11.5 Reprographic Services
The Reprographics Centre at Bognor offers binding, laminating and copying services (large volumes) for students as a paid service. It also has a self-service student work area. There is a
satellite office at Bishop Otter Campus in the LRC building. Reprographic Services can also prepare soft-bound theses at a very reasonable rate for examination purposes, and posters for conferences.

11.6 **Printing, Copying and Scanning**

Printing, photocopying and scanning is available from multi-purpose machines available across both campuses. Student printing accounts can be credited at the self-service machines in the Learning Resource Centres. Your credits are valid at any printer on campus, and the follow-me service means you can pick up your work wherever is most convenient.

11.7 **Careers and Employability Service**

Postgraduate study and research can serve different needs, from career training to the development of original and exciting ideas through research and collaborative work. If you are studying a postgraduate course because it is of interest to you but which is not related to a specific job then at the start of the course you may need to consider what you might do after the course finishes. Using the guidance services provided by the Careers and Employability Service can help you to consider your options. There are three ways in which the Careers and Employability Service can support you during your course at university:

**Impartial, Confidential Advice and Career Guidance**

We have two qualified careers staff who can support you to explore, develop, research and implement your career plans. We are a friendly and informal team, so don't worry if you are still unsure about your career options, these are exactly the sorts of issues that career advice can help you to decide.

**Careers Information Hive**

There are two new careers information resource areas (Careers Information Hives) in the LRC at Chichester and Bognor. Here you will find up-to-date information on occupations related to your degree subject, local and national employers, together with tips, hints and advice on how to write successful job applications and CVs.

**Practical help with the job hunting process**

The careers team provide practical workshop sessions and one-to-one support to help you write more effective applications. We can help you transform your CV or application form into an elegant, targeted document that promotes your strengths and skills to employers.

To help you hone and polish your interview skills we run practice interview workshops but you can also book a one-to-one mock interview for more specialist, individual support with your interview technique.

We hold lunchtime drop-in CV and application form and interview practice sessions in the SIZ area in the LRCs at BOC and BRC campuses.

The Careers and Employability Team run a vacancy service – the careers Jobshop that you can register with to receive the latest job alerts. There is also a 10-week internship scheme called GraduateOn which provides paid work experience with local employers. This can help you gain that vital first experience in the career area of your choice.

If you are thinking of applying for one of the big employer graduate schemes, check the application dates at the start of the final year of your postgraduate course (or as you start if it is a one-year course). The majority of graduate training schemes have application deadlines between November and December for programmes starting the following September/October. You need to do your employer research and be ready to apply during the first term of your final year.
If you would like to discuss your career options or access the help outlined above, book an appointment by telephone on 01243 816035 or email Careers@chi.ac.uk
http://www.chi.ac.uk/student-life/job-prospects-0/careers-advice

11.8 **Support for International Students**
Support for international students is available from the University’s International Student Advisory Service led by Päivi Leivo (international@chi.ac.uk, x2146), who works within the SIZ (Student and Information Zone) http://www.chi.ac.uk/student-life/how-we-will-support-you/support-and-information-zone

Further general information is also available online from the UK Council for International Student Affairs (http://www.ukcisa.org.uk/, the British Council (http://www.britishcouncil.org/new/) and the National Union of Students (http://www.nusconnect.org.uk/campaigns/international/).

Though the IALS scheme, full time international students are entitled to six hours of tutorial language support per academic year. Please contact REEO for more information.

11.9 **Pastoral Support**
You need to maintain open and regular communication with your supervisor, but if you feel you need alternative support for personal matters, you may approach the Student Support and Wellbeing team. If you need to suspend your studies owing to illness or difficult circumstances you should speak to your supervisor in the first instance. Please keep in contact with the PGR Administrator in REEO if you would like advice on what to do next.

11.10 **Chaplaincy**
The Chaplaincy exists for the benefit of all, students and staff, those of all faiths and none. It’s an open space for those with a faith who want to celebrate it as well as for those with their doubts who want to question it. It is for those who are just looking and those who need somewhere neutral to hang out. It is for those who are experiencing difficulties and maybe don’t know where to start to get help. It is confidential, non-judgmental and compassionate. There are regular services on both campuses. There are rooms available on both campuses for prayer or quiet meditation.
http://www.chi.ac.uk/about-us/professional-services/chaplaincy

11.11 **Student Advisor**
The aim of the Student Advisor is to support your experience as a student by listening, advising and offering a range of professional services. As a student you could benefit from specific types of support, for example, sorting out your finances, managing a disability, looking after your health, getting through a tough period, planning your future or a host of other needs and combinations of needs.

The Student Advisor offers a friendly and helpful service for all students who need help with general enquiries or major and minor queries or problems. You can contact the Student Advisor by phone or email, or stop by for a chat at one of the regular drop-in sessions at both the Chichester and Bognor campuses.
http://www.chi.ac.uk/about-us/professional-services/student-support-services
11.12 Counselling
The Counselling Service is open to all students who wish to explore issues which may be impacting on their academic progress. This service is confidential (with one or two exceptions) and does not appear on any official student record. Issues which a student may bring include anxiety, relationships, self-confidence, and bereavement. The service works year-round on an appointment basis, and appointments may be made by phone (01243 816042), by email (stucounselling@chi.ac.uk) or by filling a request form online or at the SIZ.

11.13 Disability and Academic Skills Services
The University of Chichester is committed to providing facilities and services to meet the requirements of students with a variety of additional needs. One of the services provided for students with disabilities is the Disability and Dyslexia Service. The Disability and Dyslexia Service currently support students with a range of disabilities including: dyslexia, dyspraxia, visual impairments, hearing impairments, physical and mobility difficulties, social communication disorders, mental health issues and various medical conditions.

The team has a Disability Advisor to advise students and the University staff on the learning needs of students with disabilities or medical conditions. The Sensory Advisor assists students with vision and/or hearing impairments to access course materials in alternative formats and access assistive technology. The team also has a Dyslexia Advisor, who offers initial screening for dyslexia and other specific learning difficulties, and assists students with obtaining full educational psychology reports etc.

The team can provide advice to prospective applicants at any stage of the application process. We advise applicants to contact us early in the process to help establish what we can offer and whether the University's facilities are suitable.

To book an appointment with an advisor in the Disability and Dyslexia Service please phone 01243 812076 or email disability@chi.ac.uk or dyslexia@chi.ac.uk as appropriate.

http://www.chi.ac.uk/student-life/how-we-will-support-you/dyslexia-and-disability-service

11.14 University Health Centre
We aim to provide an inclusive service that addresses the needs of all students. We utilise a caring, holistic and non-judgmental approach which we hope encourages and supports students to learn about themselves and how best to maintain their own health and wellbeing.

With this in mind, we refer to both traditional and complementary healthcare professionals to enhance what we do. As Nurse Health Advisors we offer:

- Confidential support
- Information on a variety of health-related issues
- Advice and treatment for minor concerns
- Information on sexual health and free condoms
- Signposting to other professionals, both within and external to, the University
**Student Health Team – Bishop Otter Campus**

<table>
<thead>
<tr>
<th>Drop-in session times</th>
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<tbody>
<tr>
<td>Monday</td>
<td>09:30 – 12:30</td>
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<tr>
<td>Tuesday</td>
<td>09:30 – 12:30</td>
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<tr>
<td>Wednesday</td>
<td>09:30 – 10:30</td>
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<tr>
<td>Thursday</td>
<td>09:30 – 12:30</td>
</tr>
<tr>
<td>Friday</td>
<td>09:30 – 12:30</td>
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To book an appointment outside drop-in sessions:
- Call or text: 07739 983 703
- Phone: 01243 816111 or extension 6111
- Email: studenthealth@chi.ac.uk

**Student Health Team – Bognor Campus**

<table>
<thead>
<tr>
<th>Drop-in session times</th>
<th></th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>11:30 – 14:30</td>
</tr>
<tr>
<td>Thursday</td>
<td>09:30 – 12:30</td>
</tr>
</tbody>
</table>

To book an appointment outside drop-in sessions
- Call/text 07739 983 703
- Phone 01243 812122 or extension 212
- Email: studenthealth@chi.ac.uk

[http://www.chi.ac.uk/student-life/how-we-will-support-you/health-centre](http://www.chi.ac.uk/student-life/how-we-will-support-you/health-centre)

**11.15 The Mental Health Advisor**

The Mental Health Advisor (MHA) offers expert support and advice for all registered students experiencing mental health and wellbeing problems such as stress, trouble sleeping, low mood or difficulty coping. The service covers both Campuses and is easily accessible and confidential. It includes advice, guidance and information for students concerned about their own or another students’ mental wellbeing. MHA support takes various forms, including:
- Direct one-to-one support by appointment or phone
- Advice and guidance about medication and mental health conditions
- Agreement of specific reasonable adjustments to learning or assessments
- Supporting requests for assignment extensions
- Providing supporting evidence for mitigating circumstances claims
- Liaising with academic or other departments on students behalf
- Referring and/or signposting to relevant Student Support or other university service
- Referring and/or signposting to external specialist agencies
- Response to crisis situations/follow up to incidents
Appointments for an initial discussion/assessment or for further support/information can be made by contacting the MHA in the following ways:

- Via Support and Information Zone (SIZ) Help Desk or telephone
- MHA Office (BOC) Telephone: 01243 816402
- MHA Mobile: 07739 983704
- Email: mentalhealth@chi.ac.uk or s.peers@chi.ac.uk
- In person

The MHA is primarily based in room HC5, Student Health Centre, New Hall, BOC. He is also available on BRC in the Student Health Office, Student Support Services block, on the ground floor adjacent to the LRC.

Working Hours: Monday to Friday, 9am to 5pm.
http://www.chi.ac.uk/student-life/how-we-will-support-you/mental-health

**11.16 Sports Facilities**

Since the summer of 2012, the Sports Facilities at Chichester have seen some major changes, the result being a superb array of facilities available for all to use.

The University boasts the following: - (all based on the Bishop Otter Campus - Chichester)

- Air conditioned sports dome
- Strength and conditioning room
- Modern fitness suite (equipment by Life Fitness)
- Spacious changing facilities and lockers
- Floodlit synthetic turf pitch
- Two traditional gymnasia
- Superb indoor climbing wall
- Outdoor climbing wall
- Tennis/netball courts
- Football pitches
- Rugby pitches

Our University’s world class Sports Activity and Research Centre (SARC) is here to provide you with all your sport and recreation requirements. There is no better place to enjoy your university sport experience. Whether you want to unleash your competitive spirit, enjoy some social activity with friends, or improve your health and wellbeing in our modern fitness suite; our fantastic facilities and friendly team are available at all times to ensure all your sport and leisure needs are met.

**SARC Opening Times**

<table>
<thead>
<tr>
<th>Days</th>
<th>Term Time</th>
<th>Vacation Time</th>
</tr>
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<tbody>
<tr>
<td>Monday - Friday</td>
<td>08.15 - 21.30</td>
<td>08.30 - 17.00</td>
</tr>
<tr>
<td>Weekends</td>
<td>09.00 - 17.00</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Main halls are closed for sport during exams and public holidays
All times may be subject to change due to coaching courses/special events etc

To find out more about anything related to SARC visit the reception and staff will happily answer any questions you may have. Alternatively you can call our office line on 01243 816382.
http://www.chi.ac.uk/department-sport-and-exercise-sciences/student-experience/sport-facilities
11.17 **Students’ Union**
The University of Chichester Student Union (UCSU) provides representation, clubs and societies, social provision, support, information and entertainment. Two elected sabbatical officers and the permanent staff operate the day-to-day running of the union. An elected Postgraduate Officer represents the interests of both taught and research students. The SU has a bar and shop on each site, as well as an art shop situated in the ArtOne building.

The Student Union can be contacted by emailing supresident@chi.ac.uk or calling 01243 816394.

[http://www.chisu.org](http://www.chisu.org)

11.18 **Student Societies**
The Student Union wants to ensure that students have the best opportunity of pursuing activities that reflect their interests, and supports students who want to run their own societies that allow likeminded people to come together.

A society is a great way to meet new people. Listed below is a small selection of a large number of societies already up and running:

- Beatfiend (An entertainment-based society – Club/Open Mic nights, coach trips & excursions, etc.)
- Dance
- LGBT (Lesbian, Gay, Bisexual & Transgender)
- ACS (Afro-Caribbean)
- Chaos (History course based-trips)
- Music
- AHA (Agnostic, Humanists & Atheist)
- Musical Theatre
- Gaming
- Pool/snooker
- RPG
- Hong Kong
- Break Dancing

For more information please contact the Volunteers & Activities Co-ordinator 01243 816 339 or just pop into the office above the Zee Bar in the Students Union on the Chichester campus.

11.19 **University Staff Clubs**
Registered postgraduate research students may use the Staff Clubs on each campus. On the Bishop Otter Campus, the Staff Club is located above Otter’s restaurant facing the University Chapel. On the Bognor Regis Campus it is to be found on the ground floor of St Michael’s.

11.20 **Inter-Campus Transport**
Students and staff needing to travel between campuses can do so on the inter-campus bus service. It is operated by Stagecoach as a public service funded by the University and West Sussex County Council, and is known as the U7. The service runs on Mondays to Fridays (excluding bank holidays) throughout the year during the daytime, with the evening services running on Monday to Friday during the University term time only. A limited evening service operates during student-directed/reading weeks. The latest timetable can be found on the ‘Bus Timetable’ link under Uni Services on Portia [https://ex2.chi.ac.uk/](https://ex2.chi.ac.uk/)
Appendices

Appendix A: Conditions applicable to Bursaried Research Studentships

1. **Length of Research Bursary Award**

   The start and end date of the period of a research bursary award is as indicated in the offer letter from the Director of Research. It is important that the student registers on the MPhil/PhD programme with the University within the first three months of starting in order that their project can be formally approved and to ensure timely completion. (Please note that in the first instance the student will be considered provisionally registered pending approval from the University of Southampton). The continuation of the research bursary award is subject to the research project being accepted by the University of Southampton. Thereafter, the research bursary award will be renewed annually subject to a satisfactory progress report. The maximum period for which an award may be held will normally be three years (full time) and six years (part-time). In the event that the student submits their thesis within the maximum allowable period then the last bursary payment will normally be one month after the submission date.

2. **Value of Research Bursary Award**

   1. The value of a research bursary award is indicated in the offer letter and in the requested details form which you should complete and sign. In addition, the University will waive any registration or tuition fees (at the UK/EU rate) associated with the research degree for the duration of the bursary after which point the relevant fees will become payable.

   2. Applications for expenses, for example, for essential fieldwork or visits to other institutions, must be approved in advance by the Research Student’s Supervisor and Head of Academic Department.

3. **Payment of Bursary**

   The research bursary award is paid monthly in arrears on the 24th of the month, or earlier if this date falls at a weekend or on a public holiday. Payment will be made directly into your bank or building society account; you will need to fully complete the requested details form before payment can be made.

   For the purposes of the Employment Rights Act 1996, you hereby authorise the University to deduct from your remuneration under this Agreement any sums due from you to the University, including any overpayments, loans or advances made to you by the University.

4. **Supervision of undergraduate work, teaching or other work**

   Holders of University research bursary awards on full-time bursaries are expected to spend a minimum of 30 hours a week in postgraduate study and research and bursary holders undertaking part-time study a minimum of 15 hours per week. In addition, bursary students (apart from those in receipt of fee waiver only bursaries) are expected to undertake some teaching or related academic duties as described herein:

   a. A student cannot be required to give more than six hours in any one week to work outside the PhD focus for which they are awarded a bursary. Such work will normally be leading seminar groups and small group discussions, or overseeing lab or practical work, but it may also be

      - face to face instruction; lecturing; tutorials with undergraduate or MA students; invigilating exams
      - preparation for such work, including meetings with teaching teams
• marking (see further notes below)
• other reasonable research related duties e.g. assisting with a conference, helping with editorial work.

b. All students who will be undertaking teaching will be required to register for the University's Postgraduate Certificate in Learning and Teaching in Higher Education (PGCert). Students will not normally be expected to lead on any teaching duties until Modules 1 and 2 have been completed (see Guidance note for PhD students and the PGCert in the Postgraduate Research Student Handbook).

c. In the allocation of different kinds of teaching due attention must be given to the student’s experience and consequent preparation time needed. In practice this means that a first year research student will not normally have six contact hours, though with experience and appropriate guidance they could manage this in their second and third years.

d. There are times when a greater weekly hourage on one or more of these activities could reasonably be deemed as contributing towards a student's PhD (e.g. very specific teaching that serves to rehearse a conference presentation; assisting with a conference that would enhance his/her networking in the field; collaborative work with a supervisor). These should be the exception rather than the rule, and must be noted in the Personal Progress Log.

e. Many of these demands are likely to occur within the undergraduate semester pattern. In any case for 12 weeks per academic year a student in receipt of a bursary award will be left clear of additional commitments outside of their own research studies and related activity.

f. The baseline of six hours will be negotiated and adjusted pro-rata for part-time students on full bursaries, or students in receipt of less than a full bursary, and recorded in writing and lodged with REEO.

g. The nature and extent of teaching and other duties must be agreed with the Head of Department and recorded in writing and lodged with REEO. It will also be reported in annual progress reports.

The PGCert programme is open to all staff and postgraduate research students, is free and forms part of a planned development programme for each student.

With the specific approval of the student's supervisor and provided it does not in any way interfere with the research or training, a research student may also undertake a small amount of additional lecturing or equivalent duties (over and above that described in points 4a to 4g). The work will be remunerated at the agreed rate for Associate Lecturers and will be subject to the deduction of tax and National Insurance contributions in the normal way. You are expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the University. You are expected to comply with any rules and regulations which the University may from time to time introduce to ensure the efficient operation of its business and the welfare and interests of its students and employees.

5.  **Residence**

It is anticipated that recipients of full-time bursaries will be able and willing to live within reasonable frequent travelling distance of the University. A research student will be based at Bishop Otter Campus, College Lane, Chichester, PO19 6PE, or Bognor Regis Campus, Upper Bognor Road, Bognor Regis, PO21 1HR. However, you may be required, on a temporary or indefinite basis, at any premises at which the University may from time to time provide services.

6.  **Intellectual Property and Confidentiality**
Any potentially commercially exploitable results arising from the research work must be reported to the Deputy Vice-Chancellor (Academic) and the Director of Research following which appropriate action will be taken in accordance with the University’s Patents and Inventions and Copyright Regulations.

You shall not, either during the research bursary award nor at any time (without limit) thereafter, use for your own benefit or gain or divulge to any person, firm, company or other organisation whatsoever, any confidential information belonging to the University, or relating to their affairs which may come to your knowledge during your award period. Confidential information shall include (but shall not be limited to) information concerning the services offered or provided by the University; the University's marketing strategies and business plans; financial information relative to the University; any information relating to proposed re-organisation, expansion or contraction of the University's activities; and all confidential records, documents and other papers made or acquired by you in the course of your studentship.

7. **Withdrawal of bursary**

7.1 A research bursary award may be withdrawn at any time, if in the University’s opinion, insufficient progress has been made with research. Your research bursary award shall be terminable, except in the case of dismissal for gross misconduct, by your giving the University one month’s notice in writing or by the University giving you one month’s notice in writing.

7.2 A student who withdraws, or who is withdrawn, from a research bursary award must repay to the University any monies paid to him or her either in whole or in such proportion as the University decides taking due account of the circumstances of the withdrawal.

8. **Holidays**

In addition to statutory Public and Bank Holidays, local discretionary holidays and days when the University is closed in the interests of efficiency, you are entitled to 35 (pro-rata for part-time appointments) days holiday in any year. The timing of holidays is subject to the agreement of your Research Supervisor and the Head of Academic Department. In the holiday year in which your research bursary award commences or terminates, your holiday entitlement will accrue on a pro-rata basis for each complete week of service. If, on the termination of your award, you have exceeded your accrued holiday entitlement, the University will be entitled to deduct the excess from any sums due to you, including payment of bursary. If, on the other hand, you have any unused holiday entitlement, the University may require you to take it during your notice period.

9. **Suspension of award**

9.1 A student may suspend their studies (intermit) for a period formally approved by the ResearchDegrees Group. In such cases, the award will be suspended. During the period of suspension fees will not be due and no payments will be made.

9.2 The total cumulative suspension of the award for any reason (except Maternity Leave) must not normally exceed 12 months over the period of the award. Reasonable consideration will be given to exceptional circumstances when this period may be extended and will be at the discretion of the Deputy Vice-Chancellor (Academic).
10. **Health and Safety**

The University is committed to ensuring the health, safety and welfare at work of all students and employees and asks every student/member of staff to take responsibility for the health and safety of themselves and others. A copy of the University’s Health and Safety Policy is available on the University’s Intranet and you are encouraged to view this.

11. **Sickness absence**

A student who is absent and/or unable to carry out research commitments through illness should immediately inform his or her supervisor, who will pass the information to the Research and Employer Engagement Office. Those students with teaching responsibilities should also immediately notify their module coordinator. A medical certificate must also be submitted for periods of absence over 5 days. During certified illness the bursary amount will be affected in the following ways:

11.1 In any period of 12 months the first four weeks sickness absence the monthly bursary award will remain at the full agreed rate. During the next four weeks payment will be made at half rate.

11.2 Periods of certified illness longer than 8 weeks will be specially considered by the University. The normal procedure will be for an award to be held in abeyance until the student returns, but the Head of Academic Department may apply to the Deputy Vice-Chancellor (Academic) for payment at half rate, provided the student’s candidature is not suspended and the period of absence does not exceed 20 weeks.

12. **Maternity leave and how this affects your bursary payment**

12.1 Any holder of a bursary award who falls pregnant and whose expected week of childbirth is during the period of the bursary award, will be entitled to suspend their studies for up to twelve months. They will subsequently be required to notify their Head of Academic Department one month before they intend to return to their studies.

12.2 The holder of the bursary award should inform their Head of Academic Department at least three months before the expected week of childbirth and supply a MATB1 form to qualify for Maternity leave. Applications for maternity related leave will in all cases be forwarded by the Head of Academic Department to the Research and Employer Engagement Office for ratification.

12.3 The holder of the bursary award is entitled to request that payments continue for the first four months of maternity leave, however they will be required to repay this should they decide not to return to their studies after their period of maternity leave. Such periods will be treated as part of the tenure of the bursary award, and the duration of the award will not be extended correspondingly. After the initial 4 months of maternity leave bursary payments would not normally be made until the student returned from leave.

13. **Paternity leave**

13.1 Holders of a bursary award will be entitled to paternity leave of ten days, at any time during their partner’s pregnancy or within three months of childbirth. They may request that payments are made for 5 of those days. Paternity leave must be taken by arrangement with the student’s supervisory team. Requests for additional suspension of the award over a longer period will be considered under exceptional circumstances, and will be subject to the approval of the award holder’s Head of Academic Department and the Research and Employer Engagement Office. Such periods will be treated as part of the tenure of the bursary award, the duration of which will not be extended correspondingly.

*Terms and Conditions last updated April 2013.*
The Researcher Development Statement (RDS) and Researcher Development Framework (RDF) contribute to researcher training and development in the UK by providing a strategic statement (RDS), endorsed by Research Councils UK, Universities UK and other leading national organisations, and a more detailed operational framework (RDF). Together they support the implementation of the Concordat to Support the Career Development of Researchers, and the QAA Code of Practice for research degree programmes.

What is the Researcher Development Statement?

The Researcher Development Statement (RDS) is a strategic statement setting out the knowledge, behaviours and attributes of effective and highly skilled researchers appropriate for a wide range of careers.

The RDS is designed for policy makers, businesses and research organisations that provide personal, professional and career development for researchers. The Researcher Development Statement is an evolution of the Research Councils’ Joint Skills Statement (JSS) and replaces the JSS as the key reference statement for the development of postgraduate researchers’ skills and attributes. Four domains encompass effective approaches to research when working with others and in contributing to the wider society and environment.

Domain A:
Knowledge and intellectual abilities

Domain B:
Personal effectiveness

Domain C:
Research governance and organisation

Domain D:
Engagement, influence and impact

What is the Researcher Development Framework?

The Researcher Development Framework (RDF) underlies the Researcher Development Statement (RDS) and represents a major new approach to researcher development, to enhance our capability to build the UK workforce, develop world-class researchers and build our research base.

The RDF is a tool for planning, promoting and supporting the personal, professional and career development of researchers. It articulates the knowledge, behaviours and attributes of researchers and encourages them to aspire to excellence through higher levels of development.

The Framework is designed for:

19 [http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-B11.aspx](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-B11.aspx)
• researchers to evaluate and plan their own personal, professional and career development
• managers and supervisors of researchers in their role supporting the development of researchers
• trainers, developers, human resources specialists and careers advisors in the planning and provision of support for researchers’ development.
• employers to provide an understanding of the blend of skills unique to researchers and their potential as employees.

For full details about the RDF go to http://www.vitae.ac.uk/policy-practice/234301/Researcher-Development-Framework.html
Appendix C: PRACTICE AS RESEARCH: Regulations, Protocols and Guidelines for Students, Supervisors and Examiners

This document is intended to provide guidelines for students undertaking Practice as Research (PaR) MPhil and PhD projects at University of Chichester, their supervisors and examiners, to be read alongside, and in addition to, the University of Southampton Higher Degree Regulations MPhil/PhD, the definitive source upon which these guidelines build.

Practice as Research has been an accepted research methodology at Masters level in all arts subjects for several decades. Although a relatively unfamiliar mode of research practice for PhD research, PaR at this level is not without precedent. The research strategies developed for and assessment of PaR at PhD level at University of Chichester are predicated on several years of national and international experience in postgraduate PaR in Dance, Music, Fine Art, and Performance Studies at both MA and PhD level. They also draw on models of practice in PaR developed over the last decade by national organisations such as PARIP (Performing Arts Research in Practice, based at Bristol University), PALATINE (Performing Arts Learning and Teaching Innovation Network, based at Lancaster University), CRP (Centre for Research into Practice, based in the University of Hertfordshire, Faculty of Art and Design), and the AHRB (Arts and Humanities Research Board), all of which hold regular conferences and meetings to debate issues concerning PaR in the Academy.

This document draws directly on national guidelines for PaR, published by PALATINE; consultations over a period of years with practitioners of PaR in Music, Dance, Fine Art and Performance Studies; and consultation with relevant University of Chichester staff and post-graduate students.

A1. Creative Practice in a PhD

A1.1 The admission of creative practice in a PaR PhD context is premised on the notion that research questions in the performing arts can be rigorously worked through in a range of practices (of which writing is only one). Where creative work forms a significant outcome of the research project, references to ‘thesis’ are understood to denote the totality of the submission (including practical research components such as performances, exhibitions, installations, etc.) without privileging any of the submitted components.

A1.2 Reflective Arts Practice with a clear research agenda has been accepted for several years by both Universities and the Arts and Humanities Research Board as a methodological process of research inquiry in its own right, and an appropriate mode of dissemination of research as a component of a PhD submission.

A1.3 Collaborative work is acceptable for submission for a PaR PhD if the specificity of the individual contribution to knowledge of each participant to be examined is clearly articulated in the application and in the written component of the submission.

A2. Undertaking PaR

A2.1 Given the broad base of developments in PaR, supervisors and students should be aware of:

i) different forms of PaR and of individual and collaborative practice in their art form(s);
ii) the demands for PaR degrees in other institutions to ensure some degree of parity;
iii) developments in the field in PaR organisations and agencies.

A2.2 Prospective students must consider whether their proposed project fits within University of Chichester guidelines. Where relevant, prospective students may negotiate details of the guidelines with their Director of Studies if it is considered that published recommendations would hamper the progress of their research project.

A2.3 PaR involves time and resources that may be limited for postgraduate degree students. Practical projects may demand an extended period of planning and rehearsal sessions. Funding for practical projects intended for submission will need to be secured by students from external sources (Arts Council of England, etc.). Research schedules need to take account of the time constraints imposed by the above.

A2.4 So as to keep themselves abreast with developments in the field, students are encouraged to establish connections with other local, regional, national or international networks which are examining this developing mode of research practice (see http://www.lancs.ac.uk/palatine, www.bris.ac.uk/parip, http://www.herts.ac.uk/artdes/research and http://www.ahrc.ac.uk) to forge connections with other PaR students in other universities and to share their practice with newer postgraduates through student seminar sessions.

A2.5 Students are also strongly encouraged to attend conferences, workshops, seminars and research groups organised by other universities, organisations such as PARIP, PALATINE, and other institutions, debating issues relevant to PaR.

A2.6 All PaR students are strongly encouraged to participate in University research seminars

A3. Applications, Admissions and Registration

A3.1 Entry Requirements

A3.1.1 In common with other research students, applicants for PaR MPhil/PhD study should normally:

i) hold a Masters degree (or equivalent postgraduate qualification) in a relevant subject;

ii) hold at least a good honours degree (2.1 or 1st) and have substantial experience of appropriate arts practice evidencing a record of achievement appropriate to MPhil/PhD study;

iii) in exceptional circumstances applications from mature artists evidencing a record of achievement appropriate to MPhil/PhD study, accompanied by written evidence of the ability to articulate their research concerns at a level appropriate to MPhil/PhD study, will be considered.
A3.2 Admissions Procedure

A3.2.1 Interviews should include wherever possible the proposed supervisor(s) for the project.

A3.2.2 When preparing the application supervisors and students should consider how the practice will shape the course of the study and how this will then be assessed. In line with national guidelines, the University of Chichester adopts the position that there is, at present, no nationally accepted prescriptive model of artistic practice and/or mode of reflection upon that practice. The specificity of each PhD project, its research methodology, and its scope in terms of PhD submission is normally established in the applications and admissions procedure.

A3.2.3 Candidates are normally required to register initially for the degree of MPhil. Upgrade to registration for the degree of PhD, which normally takes place after two years of full-time study or three to four years part-time study, requires the presentation of a summary of research undertaken to date (which in the context of PaR may be presented as written document and/or a presentation appropriate to the research project – e.g. a lecture-demonstration elucidating the research findings and directions for development of the research), and a successful viva conducted by qualified assessors.

A3.2.4 A research training skills audit will be conducted at interview and updated annually. An appropriate programme of research training will be agreed for successful applicants, which may include attendance at postgraduate research methodologies courses.

A3.2.3 At interview, learning resources to be made available to the student by the University (including times of year and prospective duration of access to facilities) should be established. In addition to standard university resources for postgraduate researchers (library access, etc.), the University of Chichester provides the use of free rehearsal space (booking in advance required); guaranteed venue for presentation of performance works created as part of MPhil/PhD research projects, with attendant technical facilities (technical specification sheets available on request).

By negotiation, they will receive financial support towards production expenses when a PhD performance is presented at the University of Chichester. Where a student is proposing to supply her/his own resources, the adequacy of these to the fulfillment of the project should be established at the application stage.

A3.3 Registration

A3.3.1 In order to be considered for registration candidates are required to submit a written statement (750 words) indicating:

i) the topic or area to be investigated;

ii) the research questions and aims of the project;

iii) the relationship to current practices;

iv) the methodologies to be used to address the questions;

v) the conceptual framework;

vi) the proposed outcomes (specifying balance of practical and written/documentary outcomes);
vii) where appropriate the contribution to knowledge that might result from the research which makes it PhD level.

A3.3.2 Where relevant, students are required to complete a University Ethics Form to ensure that any ethical dimensions their research might raise have been properly considered. Students may, for example, be required to ensure that the performers they work with during their research agree in writing, as consenting adults, that they are aware of, and accept, any risks which might be involved in the research.

A3.3.3 Upon registration PaR students at the University of Chichester, where possible, are given a another PaR student as a mentor to encourage good practice in this relatively new field.

A3.4 Balance between written and practical components

A3.4.1 The connection between practical and written components of the PhD must be laid out from the beginning of the research. Students need to demonstrate that this interrelation is clear and consistent; be clear about the function of PaR; and demonstrate the connections between the practical and written elements.

A3.4.2 Students should agree the weighting of practical and written work with their Director of Studies when submitting their application, along with a projection of what the final PhD will comprise (see 5.3). It is understood that details of the weighting may change during the course of the research.

A3.4.3 Any practical component in the submission must involve a research inquiry and demonstrate an appropriate level of skill in the manipulation of the materials of production which are relevant to the artistic project.

A3.4.4 Any written outcome in the submission could include one or more of the following:

i) contextualisation of the project, a retrospective analysis of the process and outcomes;

ii) reflection on chosen research methodologies and production processes and the relation between them;

iii) an examination of the practice from an appropriate theoretical perspective;

iv) any other form of commentary deemed to be suitable for the research project.

These could be presented in the form of a conventional paper document, a CD or DVD document, and should include some form of documentation of the submitted practice.

A4. Supervision

A4.1 One or more supervisors will be appointed to a candidate on the commencement of their studies. The number of supervisors (including a Director of Studies) and the relation between them should be established at the outset. Their role is to give feedback on process and practice using the normal tutorial process.

A4.2 Where a PaR project is interdisciplinary, or comprises more than one element or outcome, it may be necessary to appoint more than two supervisors so that the student is able to draw on differing supervisors’ skills and experience. It may prove necessary to appoint supervisors from other institutions. At least one supervisor should have experience of PaR and awareness of current
debates in the field.

A4.3 Candidates are required to give supervisors (and examiners where appropriate) reasonable access to their working processes with respect to their practice.

A4.4 Full-time PhD research students should normally expect to have two substantial tutorials per term, or equivalent feedback; part-time students should expect to have one substantial tutorial per term, or equivalent feedback.

A5. Submission

A5.1 Students should ensure they produce practical research that will be accessible to examiners. New technology may allow for new approaches to the form of thesis submission e.g. CDs/DVDs. The times and places of access by examiners to artistic process or practical research in progress must be broadly established as soon as possible after registration for MPhil/PhD studies. When establishing times and places of access to practical research for examiners, students and supervisors should be aware that examiners are normally expected to make no more than 1-2 visits in excess of the viva voce, and a maximum of 3 visits for this purpose.

A5.2 The presentation of any formally examinable practice should not normally be more than 12-18 months in advance of the final written submission.

A5.3 PaR submissions in which practice constitutes the primary mode of assessment must include along with the practical research submission:

either a textual commentary of no less than 25,000 words (or equivalent if presented in electronic form), which elucidates the nature and scope of the research embodied in the practical research submission;

or a substantial thesis of no less than 35,000 words which examines theoretical concerns which have emerged from or with the practical research.

A5.4 PaR candidates may submit original artistic works, and/or research processes, together with additional material, such as a written thesis, a CRom, or a DVD. The latter might incorporate written reflections on the practical research alongside visual and/or audio records of the practical research component.

A5.5 Where a written thesis is submitted as a commentary on the practice (see 3.4.3), some form of permanent record of the research practice, in whatever form is deemed appropriate for the research project, must be submitted by the candidate in an appropriate format (video/audio cassette, CD/CROM, DVD, scores, drawings, photographs). Where supplementary material is presented, it should have a clear purpose in the thesis and its relation to the research project should be clearly indicated.

A5.6 The written thesis will be of a standard of presentation commensurate with the regulations for the University of Southampton.

A5.7 The submission as a whole will be the subject of a viva voce examination.

A6. Examination

A6.1 PhDs involving PaR should meet the established PhD generic criteria of ‘making a contribution to
knowledge’ or ‘affording substantial new insights’. As with PhDs in other disciplines the requirement is for a modest, but new, contribution to a body of knowledge. In some cases, though by no means all, the practice itself may be original. In other instances, new knowledge or substantial new insights will be afforded by ideas embodied in the practice. In each case the textual commentary will clarify the site(s) of originality and/or insights.

A6.2 The difference in approaches to PaR will become particularly acute at the examination stage. Supervisors and students must make clear to examiners the precise form of PaR that is being employed by the student and select an examiner who is familiar with this approach.

A6.3 For each candidate, normally one internal and one external examiner shall be appointed to examine the thesis; in cases where it is deemed necessary, additional internal or external examiners may be appointed. The supervisor may not be appointed as an examiner.

A6.4 In PaR PhD submissions, particularly those that incorporate performance practice, it may be necessary to appoint External Examiners earlier than is customary for traditionally written PhDs. The need for examiners to be appointed at an early stage should be established at registration and a timescale proposed. If process or product is to be examined as part of the submission, examiners will need access to that process and/or product (see 5.1). In certain cases the process itself (e.g., an innovative artistic methodology or practice) may be part of the submission; alternatively examiner access to process may serve merely to inform assessment of the overall project. Normally external examiners should be in place 18 months to one year ahead of the proposed submission date. Normally examiners are only expected to make 1-2 visits outside of the viva and a maximum of 3 visits for this purpose (see A5.1 above).

A6.5 Where external examiners meet PaR candidates prior to the final viva, care must be taken to ensure the maintenance of an appropriate professional distance. When examiners observe candidates’ process, if it is agreed that the examiner will watch and listen without comment; this must be made clear in advance to the candidate(s). In the event of a post-presentation discussion of an examined practical outcome, the examiners should confine their questions to points of clarification about the process leading to the outcome and issues concerning the practice itself, reserving more challenging conceptual questions for the final viva voce. It is not deemed necessary for this meeting to be independently chaired, but a supervisor should be present to ensure the above protocol is respected.

A7. The Viva Voce Examination

Models, sketchbooks or other exhibition materials too bulky to be included in the permanent record should be brought into the examination room by the candidate and referred to by either examiner or candidate when appropriate. The status of such submissions in the process of examination must be established in advance and communicated to the examiners.

A7.1 The examiners for each candidate shall recommend one of the following courses of action:

A7.1.1 that the degree for which the candidate has submitted a thesis and practice be awarded;

A7.1.2 that the degree for which the candidate has submitted a thesis and practice be awarded subject to minor amendments to the thesis being made by a date specified (minor amendments include: minor omissions of substance, typographical errors, occasional stylistic or grammatical flaws, corrections to references, addition/modification of one or two figures, and minor changes to layout, and require no new research. These changes need only be certified by the internal examiner). The date specified...
for the submission of such minor amendments should normally be not later than a month after the formal notification to the candidate;

A7.1.3 that the degree for which the candidate has submitted a thesis and practice be awarded subject to the correction of modest errors/omissions of substance being made, by a date specified (the procedure for re-examination should be clearly specified in the report). Such amendments may require limited further analysis but will not affect the originality of the central thesis. They will be of a scale to require certification by both the internal and external examiners, though normally not so extensive that an oral is required. The date specified for the submission of such intermediate amendments should normally be not later than six months after the formal notification to the candidate. Examiners can request the revision and resubmission of either the practical component or the written submission, or both.

A7.1.4 that the candidate be required to attend for a further oral examination;

A7.1.5 that the candidate be permitted to submit by a date specified a revised thesis and possibly revised practice for the same degree for re-examination on a subsequent occasion. The date specified for submission of the revised thesis and possibly revised practice should normally be no later than 12 months after the formal notification to the candidate. Examiners can request the revision and resubmission of either the practical component or the written submission, or both.

A7.1.6 that, in the case of a PhD candidate who has failed to satisfy the examiners, permission be given to the candidate to apply within a specified time for the award of the degree of MPhil. This may be allowed without re-examination, subject to any minor amendment of the thesis which may be required by the examiners, or may be subject to re-examination of a revised thesis;

A7.1.7 that the degree not be awarded and that resubmission of the thesis not be permitted.

A7.2 Examiners should not require more of PhD candidates by PaR than is required of candidates submitting entirely written theses.

If you require further information about PaR or the technical facilities available please contact the Research Degree Coordinator for Dance and Performing Arts (Dr Clare Parfitt-Brown, c.parfitt-brown@chi.ac.uk).
Appendix D: Research Related Committee Terms of Reference
The University of Chichester

Academic Board

D.1 Research Degrees Group Terms of Reference

1 Constitution
The Academic Board has established a sub Committee of the Research Committee known as the Research Degrees Group.

2 Membership
Chair: The Director of Research
Nominated One member per subject or department that meets 'research environment criteria'* – currently this is Sport Sciences and Physical Education, English, History, Theology, Dance, Performing Arts and Music, Psychology and Social Policy (7).
The representative should normally be a qualified supervisor i.e. someone who has successfully supervised a PhD student to completion (nominated by relevant Head of Department(s)).
Other experienced research supervisors as needs arise.
One experienced researcher external to the University (1).

Total current membership: 9 (including the Chair)
The quorum will be 40pc of membership excluding the Chair (3)

No proposal for registration of new students will be considered unless a representative of the relevant subject or department is present.

The Postgraduate Research Co-ordinator will attend as an officer of the Group.

3 Attendance at Meetings
Attendance by a member of staff or research student, other than Group members, will be at the discretion of the Chair.

4 Frequency of Meetings
The Research Degrees Group will normally meet four times per academic year.

5 Authority
The Research Degrees Group has the authority to approve all student applications for research degrees and is responsible for monitoring student progression. The Group must keep the Research Committee informed of all approvals granted.

6 Duties
6.1 Scrutinise on behalf of the Research Committee all student applications to pursue research degrees through registration with the University of Southampton or another research degree awarding Institution;

6.2 Liaise with the University of Southampton’s External Research Degrees Committee (ERDC), external advisors, students and supervisors about any matters arising from the above duties;

6.3 Scrutinise Research Environment Statements in order to assure both the University of Southampton and the University of Chichester of the standards of supervision being upheld in adherence to the codes of practice;

6.4 Monitor progress of students through regular scrutiny of all transfer, up-grading, intermission requests and exercise the responsibility to terminate registration where that is found to be appropriate;

6.5 Record retention and withdrawal statistics and study all annual progress reports submitted by students and supervisors;

6.6 Provide a cross-disciplinary view of all of the above which is conducive to good quality assurance and also assists in staff development in matters relating to the supervision of research students and projects;

6.7 Ensure that all of the above duties are carried out in compliance with the University’s policies on Equality and Diversity and the Ethical Policy Framework.

7 Reporting Procedures

The Minutes of the Research Degree Group will be circulated to all members and presented to the next meeting of the Research Committee, and the Academic Standards Committee.

8 Clerking Arrangements

The Research and Employer Engagement Engagement Office will service the Group.

Approved by Academic Board: 17 October 2012

IJC

* See the Regulations of the University of Southampton
D.2. Research Committee Terms of Reference

1 Constitution

The Academic Board has established a sub Committee of the Research Committee known as the Research Degrees Group.

2 Membership

Chair: The Director of Research

Nominated One member per subject or department that meets ‘research environment criteria’* – currently this is Sport Sciences and Physical Education, English, History, Theology, Dance, Performing Arts and Music, Psychology and Social Policy (7).

The representative should normally be a qualified supervisor i.e. someone who has successfully supervised a PhD student to completion (nominated by relevant Head of Department(s)).

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6.5 Record retention and withdrawal statistics and study all annual progress reports submitted by students and supervisors;

6.6 Provide a cross-disciplinary view of all of the above which is conducive to good quality assurance and also assists in staff development in matters relating to the supervision of research students and projects;

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The Research and Employer Engagement Office will service the Group.

Approved by Academic Board: 17 October 2012

* See the Regulations of the University of Southampton
The University of Chichester

Academic Board

D.3 Research Ethics Committee Terms of Reference

Constitution

The Academic Board has established a Committee known as the Research Ethics Committee.

2. **Membership**

   The Deputy Vice-Chancellor (Academic) will chair the Research Ethics Committee which will comprise:

   Six nominated Faculty members who must be ‘active researchers’ skilled in research methodology, to serve for a term of three years. The membership shall reflect the range of research traditions.
   
   The Occupational Health and Safety Officer
   
   The University Chaplain
   
   Two lay members who shall not be employees of University of Chichester.
   
   The Director of Research
   
   The Committee may co-opt additional members as it sees fit to consider specialist proposals in certain fields or unusual situations.

   Total membership: 12

   A quorum of the Committee shall be 50 pc of its membership, excluding co-opted members (6), provided at least three nominated Faculty representatives are present.

3. **Attendance at Meetings**

   Attendance by staff, other than Committee members, will be at the discretion of the Chair.

4. **Frequency of Meetings**

   The Research Ethics Committee shall normally meet four times a year with extra meetings, convened by the Chair when necessary, to discuss matters arising which require more immediate Ethical consideration between scheduled meetings.

5. **Authority**

   The Committee has the authority to require all those members of the University involved in research to provide such information as the Committee deems necessary in the performance of its duties.

   The Committee shall have the authority to over-rule decisions made within the University, or externally where University of Chichester staff or students are involved, on grounds of ethical considerations.

   The Committee shall have the authority to stop research already being undertaken if it becomes aware that either:
a. the research is not being conducted in accordance with the University’s Ethical Policy Framework and is being conducted in a manner deviating from those principles approved by the Committee; or

b. the research is not being conducted in a manner that adheres to the ethical guidelines agreed by the Committee at the time of the ethical approval of that research.

The Committee shall have the authority to investigate breaches of ethical practice in research, and may recommend that further investigation is undertaken in line with the University’s Disciplinary Policy.

The Chair of the Committee has the authority to consider Chair’s action on Applications for Ethical Approval requiring immediate attention.

6. Duties

6.1 The Committee shall contribute to the biennial review of the University's Ethical Policy Framework and make recommendations to Academic Board.

6.2 The Committee shall provide guidance to students and members of staff on the ethical conduct of research.

6.3 The Committee shall monitor compliance with its guidance on the ethical conduct of research by all members of the University.

6.4 The Committee shall ensure that all reported breaches of the University’s Ethical Policy Framework relating to research are investigated and remedial and/or disciplinary action taken if appropriate.

6.5 The Committee shall establish an Ethical Approval Sub-Group to serve as the first point of submission for staff and postgraduate research student applications, categorising and advising on submissions. It will do the same for undergraduate and postgraduate taught submissions that have already been classified for advice and guidance in relation to any category of submission.

6.6 The Ethics Committee will consider, or note, as appropriate, all Applications for Ethical Approval referred to it by the Ethical Approval Sub-group.

6.7 On occasions where the research involves collaboration with outside bodies (including members of the National Health Service (NHS) staff or research on patients/people referred by the NHS), the Committee is responsible for ensuring all relevant Research Governance rules are complied with.

6.8 The Committee shall withhold approval for proposed research whenever the compliance of that proposed research with the Committee’s guidance cannot be assured by the relevant authoriser of the application or members of the Ethical Approvals Sub-group, to whom the Committee has delegated authority for ethical review.

6.9 The Committee shall act on all matters of ethical concern relating to research and scholarship within the University that come to its attention and this will include consideration of potential reputational impacts arising from ethical implications of research activity.

7. Reporting Procedures
The Minutes of the Research Ethics Committee will be classified as confidential and circulated to all members of the Committee, to the Vice-Chancellor and to the Clerk of the Research Committee for presentation at its next meeting.

The Research Ethics Committee will produce an annual report to the Academic Board on its activities during the academic year at the first meeting of the following year. The Research Ethics Committee may bring any matter to a meeting of the Academic Board, which it deems appropriate.

8. **Clerking Arrangements**
The Research and Employer Engagement Office will service the Committee.

Approved by Academic Board: 8 May 2013
IJC
Appendix E: Form PGRSpace1 – Request for desk space/office accommodation

Form available for download at https://ex2.chi.ac.uk/reeo/Postgraduate-Research-Students.cfm
To be completed by the student. See additional guidance overleaf.

<table>
<thead>
<tr>
<th>Name of student</th>
<th>Research Area</th>
<th>Director of Studies name</th>
<th>Mode</th>
<th>PT/FT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

**Options**

**Option 1: Dedicated desk space in a small student office in South House (first floor corridor)**
(Option open to Full Time students only)

In order to be eligible to receive this level of accommodation full-time students should use their office on average 4-5 days per week (excluding account annual leave, time spent in the field, or other research related absence) and should on average use the office space for 20-25 hours per week.

Dedicated use of:
- Desk
- University PC or own laptop* (delete as appropriate)
- Cupboard or shelf space
- Lockable pedestal unit (at desk storage)
- Telephone (1 per office)

other storage requirements………………………………………………

**Option 2: Shared desk space in a small student office in South House (first floor corridor)**
(Option open to Full Time students and to Part Time students (the latter on a case by case basis))

Shared use of:
- Desk
- own laptop* (delete as appropriate)
- Telephone (1 per office)
- Cupboard or shelf space
- Dedicated use of lockable storage unit (where practicable)

other storage requirements …………………………………………………

**This option requires 2 (or more) named individuals to agree sharing arrangements.**

In order to be eligible to receive this level of accommodation sharing students should, between them, use their office on average 4-5 days per week (excluding account annual leave, time spent in the field, or other research related absence) and should on average use the office space for 20-25 hours per week.

**Name(s) of student with whom you have agreed to share:**

…………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………

**Short description of arrangements (e.g. A uses desk Mon-Tues, B uses desk Wed-Thurs, or A uses desk in the mornings and B uses desk in the afternoons):**

…………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………

**If you are a part-time student please make a short (<100 words) case for why you require this accommodation:**

…………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………

**Option 3: Hot-desk in larger shared office (Room 7, South House first floor corridor)**
(Option open to Full Time students and Part Time students)

Shared use of:
- Desk
- University PC or own laptop* *(delete as appropriate)*
- Telephone (1 per office)
- Dedicated use of a lockable storage unit

<table>
<thead>
<tr>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student signature and date</td>
</tr>
<tr>
<td>Director of Studies signature and date</td>
</tr>
<tr>
<td>Director of Research signature and date</td>
</tr>
</tbody>
</table>

*conditions of use of University network apply

Please submit this form to REEO (pgsupport@chi.ac.uk).
Guidance for allocation of space to postgraduate research students

i. The University is committed to providing all full-time students with a dedicated desk space in accordance with their need. We recognise that some students prefer to study from home or may spend extended periods at other sites (e.g. at research archives, in the field etc.). Part-time students would normally be allocated space and computer facilities on a shared basis. (See extract from the Code of Practice below.)

ii. This form should be completed at the outset of each student’s programme of study and will be kept on file.

iii. A student wishing to change their arrangements must complete the form, including the signature of their Director of Studies, and submit their request to the postgraduate research administrator in REEO pgrsupport@chi.ac.uk. This can be at any time during their study.

iv. Requests for a change in arrangements will be processed as quickly as practicable. However, there may be a slight delay if students wish to be ‘upgraded’ from Option 3 to 2 or 1. The University will seek to minimise delays and disruption for all students using the office facilities.

v. Nominal registration – during nominal registration students will have access to Option 3 only. Wherever possible we will endeavour to ‘save’ the desk-space for intermitting students to minimise disruption. However, in exceptional situations where there is high demand for space and/or the student is intermitting for a longer period (normally >6 months) we may need to reallocate that desk space.

Extract from the Code of Practice (July 2011)

Facilities and Equipment

1. Appropriate facilities and equipment to support students’ research should be made available and explained in a clear statement to students. These facilities should meet in full the expectations of the relevant Research Council(s), and for full-time students will include as a minimum:

   - an allocated workplace/desk in suitable laboratory or office space including storage space where appropriate. Cultural aspects in relation to the sharing of laboratory or office space should be taken into account whilst recognising the value of student interactions in a wider context;
   - assured access, as required, to a computer with appropriate capacity and internet access, plus advanced computing facilities as necessary for the completion of the research;
   - appropriate access to telephone, fax and photocopying facilities;
   - laboratory and technical support where appropriate;
   - appropriate library and other academic support services.

Advice should be sought from the relevant services (e.g: LDC, Disability Service, CELT, Mentor Service) with regard to accessing any specialist equipment or assistive technology for students who may need such support.

Part-time students would normally be allocated space and computer facilities on a shared basis, but should also have access to other facilities and services mentioned above.
Appendix F PGR Student Personal Progress Log

Form available for download at https://ex2.chi.ac.uk/reeo/Postgraduate-Research-Students.cfm

<table>
<thead>
<tr>
<th>Student:</th>
<th>Research area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Studies:</td>
<td>Co-Supervisor:</td>
</tr>
<tr>
<td>Start date:</td>
<td>Mode: Full/Part time</td>
</tr>
</tbody>
</table>

Introduction

Your Personal Progress Log serves as a record of your transferable skills, training participation and attainment as a Graduate Student. Its purpose is to help you to plan your own training and to record the outcomes. As well as gaining valuable skills through the training itself, you will find that the information accumulated in this Log will prove helpful when you come to rewriting your CV and applying for jobs. The document belongs to you – it is your responsibility to keep it up to date.

Starting out: you will find it particularly helpful to log your meetings with your supervisor in the first few months; you will also use your Log to record the results of your initial skills assessment.

Annual Progress Report: your Log is an essential part of your Annual Progress Report and must be submitted with it.

Final Examination: the Research Degrees Group reserves the right to call for your Log, and a copy should be provided to the Research and Employer Engagement Office. Make sure your Log is in a final form and up to date when you submit your dissertation. On certain pages you will notice a column for your Director of Studies to sign to indicate that you have participated in the activities described. It is your responsibility to ensure your Director of Studies is aware of the training activities you have undertaken.

You should sign the appropriate statement below when you submit your Personal Progress Log:

First Year Report:
I confirm that the information I have given in this Log is a true and accurate record:

Signed:__________________________Date:________________

Thesis Submission:
I confirm that the information I have given in this Log is a true and accurate record and that I have provided a copy to the Research and Employer Engagement Office:

Signed:__________________________Date:________________
SECTION 1. How to Use Your Student Log

Your Personal Progress Log is partly intended as a means of recording and reviewing your training, whether it is in subject-specific skills, general research skills or transferable skills. The varied backgrounds and prior experience of graduate students means this training needs to be tailored to individual needs.

You should log training needs at the start of your first year, and you are advised to re-evaluate your progress regularly – at least at the beginning of each subsequent year. It is particularly important to carry out such a review at the start of your first year to help you make the most of your time at Chichester. The University supports and encourages the use of Personal Development Plans (PDP). These should be reviewed annually and will provide guidance on training needs.

During the course of your study, you will be expected to engage in about 5 days (or equivalent) of transferable skills training per year for the first three years. This does not mean that you will have to attend 5 days of formal courses. Many training activities, such as presenting your work at a seminar, or writing a report, are part of everyday life in your research area.

There are a number of compulsory activities (Section 3), some of which will be research-area-based, others involve attendance at Induction or University-run courses. It is likely that this compulsory programme will be heavier in your first year than in subsequent years. It will then be up to you and your supervisory team to determine what other training needs you have and to ensure that you meet them. These optional elements may include activities from demonstrating to undergraduates, to writing a scientific paper or attending a course in Project Management.

You should record your participation in training in this Log.

SECTION 2. Record of meetings

Table 2.1 Record of Strategic Meetings with Supervisor

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Director of Studies (DoS) initials</th>
<th>Student’s initials</th>
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<tbody>
<tr>
<td>Initial (first month)</td>
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<tr>
<td>Discuss training needs (year 1)</td>
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<tr>
<td>Project Feasibility (c 3 months)</td>
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<td>Personal Development Plan (PDP) created</td>
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<td>Progress (1st year annual progress report)</td>
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<td>PDP reviewed (year 2)</td>
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<td>Discuss training needs (year 2)</td>
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<td>Progress (year 2)</td>
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<td>Progress (year 3: start)</td>
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<td>Progress (year 3: end)</td>
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<td>[add rows if continuing beyond 3 years]</td>
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Table 2.2  Record of ‘regular’ meetings with members of the supervisory team

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
<th>Director of Studies (DoS) initials</th>
<th>Student's initials</th>
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Appendix G: Monitoring absence and attendance (International Students)

Supervisors and students need to be aware of the requirements of the student attendance and absence policy in light of recent changes to immigration rules. The following is an extract from the University Student Attendance and Absence Policy.

*Please refer to the full policy for detailed guidance.*

- The new immigration rules – the Points Based System – came into effect from autumn, 2009. These affect all students applying for a Tier 4 General Student Visa (i.e. foreign nationals from outside EEA and Switzerland). From February 2010 it became mandatory for the University to report to the UK Borders Agency those students who miss 10 consecutive points of contact (as defined in para 2 below) OR, following subsequent implementation of the Highly Trusted Sponsor Licence, to implement two further points of programme registration for all Tier 4 students to ensure continued engagement. The University has opted for the latter approach. The University will have to report students who fail to register on their Programme within two weeks (14 days) from the formal date of registration.

2. ii) Postgraduate Research Students

a) The MPhil/PhD programmes at the University are accredited by the University of Southampton and are therefore subject to their *Higher Degree Regulations M Phil/PhD* and *Code of Practice*. The lead supervisor for a postgraduate research student, known as the Director of Studies, is responsible for monitoring progress. The responsibilities of the supervisor are described in clauses 63-65 of the *Code of Practice*. Expected contacts would include meetings with the supervisor(s), research training events, e.g. seminar, workshop), a *viva*, and submission of work as agreed with supervisory team.

b) If the Director of Studies believes a student studying with us under a General Student Visa has missed 10 consecutive, defined contact points, this must be communicated in a timely way to REEO, who will advise Academic Registry immediately to notify the UK Borders Agency.

21 [https://ex2.chi.ac.uk/services/handbooks/student/studenthandbook.cfm](https://ex2.chi.ac.uk/services/handbooks/student/studenthandbook.cfm)
Appendix H: Postgraduate Certificate in Learning and Teaching (PG Cert) – Guidelines and support to Postgraduate Research Students

September 2013

1) Scope

This document covers:

- Students in receipt of University Bursaries (including those funded by Academic Departments)
- Students wishing to undertake teaching duties at the University
- Students wishing to develop their own skills.

Associate lecturers registered for MPhil/PhD are subject to agreements on a case-by-case basis in accordance with their hours of work. Pre-PhD Preparation students are not covered by these conditions. They would not normally have any teaching or lecturing duties unless covered by a separate contract.

Please note that all communications regarding the PG Cert will be direct between the relevant Principal Lecturers and the students. At the beginning of each academic year, the Research and Employer Engagement Office (REEO) will provide to the administrator supporting the PG Cert programme the names and contact details of those students who are required to undertake the course.

2) Application and registration

Following registration for MPhil/PhD each PGR student with teaching responsibilities applies to the PG Cert in L&T following the normal application process (application form from the Learning and Teaching Tab on Portia).

As part of the application form they fill out a statement relating to accredited prior learning and attach relevant certificates and where appropriate a statement of non-accredited prior learning.

The application form and statement of accredited prior learning are sent by the PGR student to the appropriate subject leader for approval and logging with Admissions. All forms are then returned to a PL (Principal Lecturer) in L&T (Ian Coleman) for final approval.

The application form provides the opportunity for the PGR student to confirm the outcome that they are aiming for:

1) A Post Graduate Certificate in Learning & Teaching

2) To indicate to the candidate's line manager that teaching opportunities need to be available to allow them to fulfil the requirements of the course (teaching observations)

NB: Students considering a teaching career in Higher Education are encouraged to consider undertaking the full PG Certificate as this is increasingly required for academic roles.

The PL in L&T assesses the accredited prior learning (based on evidence provided by the student matched against learning outcomes of the course) and makes a recommendation on what modules are required to be undertaken by the student to meet the necessary requirements (see 1 or 2 above). If the student has significant relevant prior teaching experience at an appropriate level, this will be taken into account by the PL in L&T in agreeing permissible teaching duties at the outset of the course.

The possible routes for progression, based on the prior learning assessment, are:

Level a) Module 1 only
Level b) All 3 modules, minimum 18 months, maximum 3 years.
Level c) No further training required (do not progress to register for the PG Cert).

Students progressing on the PG Cert complete their registration. Outcomes are logged with Research and Employer Engagement Office (and Learning and Teaching Practice Development Group).
Please note that in order to be eligible for the award in the PG Cert, up to 20 credits may be transferred (through APL) from another institution.

3) **Registration and Induction**

The student then takes part in the induction session for the PG Cert coordinated by the course leader, either in person (October) or online (resources to be placed on Moodle/Portia). Students are provided with the course handbook for PG Cert in L&T and a mentor (a PL in L&T) to whom they can address any query at this stage. Students should discuss availability of ‘top tips’ sessions with their mentor.

The PL in L&T will advise how teaching-related activity will be integrated into the PG Cert programme at each stage.

The modules will be run in January (1 – assessment submitted Apr/May) and June (2 – assessment submitted December) of each year as an intensive, full-time one-week course. Module 3 is an independent six-month study with an assigned PL mentor, work normally submitted in March.

No fee will be levied to MPhil/PhD students at the University.

4) **What can PGR students on the PG Cert do at the different stages?**

In order to maintain the high standards of teaching and the high quality of the student experience there is a minimum requirement of training.

PGR students who have registered on the PG Cert in L&T course and completed the induction (online or face to face) can undertake general teaching duties (see below) under the guidance of full-time lecturing staff within the subject area. Until the student has successfully completed module 1 they would not normally be expected to conduct any of these activities alone. Once module 1 has been successfully completed they would be able to assist in general teaching duties, although within the supportive environment of their subject team. Completion of Modules 1 and 2 will allow the student to undertake a wider range of teaching roles. Completion of the full PG Cert qualifies the student to teach in Higher Education. The PLs in L&T, in discussion with the supervisor and student, have discretion in determining the level of training required in order to engage in particular training activities.

5) **General teaching duties**

Student duties may include taking undergraduate seminars/labs, administration duties and/or assisting/advising undergraduate students on project work; supervision of project work, or equivalent duties where appropriate. This activity is ‘below’ the level of lecturing. Teaching duties of research students’ should be agreed in advance with the supervisor in order to ensure that they do not adversely affect their study.