Goldsmiths
UNIVERSITY OF LONDON

Code of Practice for Postgraduate Research and Training

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1. Introduction

1.1. How to use this Code of Practice

1.1.1. This Code of Practice sets out the minimum regulatory standards required of postgraduate research students enrolled on MPhil/PhD programmes, their supervisors, and academic Schools.

1.1.2. This document should be read in conjunction with the Goldsmiths Academic Manual, the College's Interruption and Withdrawal Procedures and Tuition Fee Policy and Procedures, as well as the Charter, Statutes and Ordinances of the College.

1.1.3. Where formal policy and procedure on a specific area pertaining to MPhil/PhD programmes (e.g., the conduct of Research Degree examinations) is enshrined in a separate document, this will be specified in this Code.

1.1.4. Good practice and guidance supplemental to this formal policy can be found in any School handbooks, where a School has issued these, and in additional guidance provided by the Graduate School.

1.1.5. Students in receipt of funding or loans are responsible for ensuring they also comply with any terms and conditions specified in advance by their sponsor/s, as additional restrictions may apply in relation to registration, training interruptions and place of residence.

1.2 Key terms in this Code of Practice

1.1.6. In the Code:

- 'students' refers to postgraduate research students enrolled on MPhil/PhD programmes;
- 'supervisors' refer to the academic staff member(s) responsible for overseeing the progress of a student;
- 'PGR Leads' refer to academic staff members with overall responsibility for postgraduate research within a designated academic area;
- 'Schools' refers to individual academic Schools; where the Code specifies that 'School approval' is required, it is typically expected to be provided by the relevant PGR Lead in that School.

1.1.7. ‘The Graduate School’ refers to the unit responsible for:

- setting College-wide regulatory standards for postgraduate research
- overseeing progress monitoring;
- overseeing the approval of requests relating to postgraduate students’ registration;
- overseeing MPhil and PhD examinations (hereafter ‘research degree examinations’);
- advocating for students, and advising students, supervisors, and other members of the College on matters relating to postgraduate research.

2. Registration

2.1 Registration periods

2.1.1. Registration periods refer to the total period a student is enrolled on their MPhil/PhD programme prior to their thesis submission. Students are expected formally to register for their programme at the start of each Academic Year by completing their online enrolment. Failure to enrol online at the start of each Academic Year will lead to withdrawal.

2.1.2. For the avoidance of doubt, all students registered on a MPhil/PhD programme remain registered on one continuous programme, even where the qualification aim is, or changes to, MPhil.

2.1.3. Formal periods of interruption, and periods of examination post-submission periods do not count toward a student’s registration period.

2.1.4. Minimum registration periods are defined as the shortest enrolment period permitted prior to submitting a thesis for examination.

2.1.5. In exceptional cases, students may request to submit their thesis for examination prior to the end of their minimum registration period. Where a student wishes to apply for permission to submit prior to the end of their minimum registration period, they are normally required to submit a formal request via the early submission approval form normally around 2 months before

they wish to submit. Any such request must also include a supervisory statement of support and must be approved by the Graduate School.

2.1.6. In reviewing any case for early submission, the Graduate School will seek to ascertain that:

- the student has undertaken the work to be submitted during their supervised registration period (and not prior to enrolment);
- the student has received supervision at a rate appropriate for their programme mode (FT or PT);
- the student's work is deemed of a suitable standard for examination.

2.1.7. All early submission requests will be reviewed by the Graduate School's early submission panel. Where the Graduate School grants such a request, the student will be liable for fees in line with the College's Tuition Fee Policy and Procedures.

2.1.8. Maximum registration periods are defined as the longest enrolment period permitted prior to submitting a thesis for examination. For the avoidance of doubt, students' final submission deadlines are calculated as the last day of their maximum registration period.

2.1.9. Where a student reaches the end of the maximum registration period permitted for an MPhil without having completed their transfer of registration (i.e., without having upgraded to PhD status) they will be expected to submit a MPhil thesis for examination.

2.1.10. Where a student reaches the end of their maximum registration period without submitting their thesis for examination nor being granted an extension to their registration period, their registration will be terminated.

2.1.11. The registration periods for submission of **MPhil theses** are as follows:

Mode of Registration	Minimum period	Maximum period
Full-time MPhil	24 months	36 months
Part-time MPhil	48 months	72 months

2.1.12. The registration periods for submission of **PhD theses** are as follows:

Mode of Registration	Minimum period	Maximum period
Full-time PhD	24 months	48 months
Full-time social science or science PhD with integrated research training1	48 months	60 months
Part-time PhD	48 months	96 months
Part-time social science or science PhD with integrated research training	96 months	120 months
Part-time PhD by publication (Academic staff only)	12 months	18 months

2.2. Interruptions to registration periods

2.2.1. Where a student is experiencing difficulties due to external factors (such as illness, financial difficulties, or personal circumstances affecting their ability to work on their thesis) which are seriously affecting the progress of their studies, they are entitled temporarily to interrupt their programme until they are able to resume work on their thesis.

2.2.2. Where this is the case, the student should discuss their plans with their main supervisor and should consult the College's Interruption and Withdrawal Procedures.

2.2.3. With the support of their supervisor and School, students may request to interrupt their programme by completing an Interruption form. Such requests must be submitted to the Graduate School within 14 days of the effective date of interruption.

2.2.4. Where a student requests an interruption, the following conditions apply:

- the minimum period of interruption is 2 months; students may return early from a period of interruption provided the minimum interruption period has passed;
- cumulative periods of interruption cannot normally exceed 24 months over the duration of a student's programme;

[1] This is a defined route by which a limited number of Research Council studentships are awarded. This route integrates MPhil/PhD research with taught MRes content constituting mandatory research training. Students undertaking such a route are therefore permitted the equivalent time to what would be permitted to someone taking a one-year (FT) MRes followed by an MPhil/PhD. Any students unsure as to whether they are on such a route, they should consult with the Graduate School in the first instance.

- upon returning from interruption, students will be expected to be registered for a minimum period of 4 weeks prior to submitting their thesis for examination;
- periods of interruption do not count toward a student's maximum registration period; students' final submission deadlines are therefore adjusted accordingly following a student's return from interruption.
- where a student requests a period of interruption as parental leave, this will not count towards the regulatory maximum 24 months for the first 12 months of any parental leave.

2.2.5. During any period of interruption, students will not be liable for tuition fees, and they will not be entitled to receive supervision. However, their College email address will remain active. Access to School facilities (such as studios) is at the discretion of the academic School, therefore students are advised to check any relevant implications prior to requesting a period of interruption.

2.2.6. Certain visas do not permit interruptions; visa holders are expected to contact the Immigration Advisory Service (IAS) to discuss possible visa implications prior to requesting an interruption.

2.2.7. Students in receipt of funding or doctoral loans should discuss the possible implications with their funder or sponsor prior to requesting an interruption.

2.3. Annual leave and authorised absences

2.3.1. Students may take up to 40 days annual leave in each year of their programme, on dates to be agreed with their supervisor.

2.3.2. Students who need to be absent from their studies for a short period, for example to return home following a bereavement, should seek an 'authorised absence' from their School. For more information on 'authorised absences', see the College's Interruption and Withdrawal Procedures.

2.3.3. For the avoidance of doubt, periods of annual leave or authorised absences do not constitute an interruption. As such, period of annual leave or authorised absence count toward a student's maximum registration period, and students continue to be liable for fees as normal.

2.3.4. As periods of annual leave or authorised absences are at the discretion of the School, the Graduate School does not need to be notified; however, students are encouraged to keep their own detailed records.

2.4. Registration modes

2.4.1. At any one time, students will be registered on their programme either in full-time (FT) mode or part-time (PT) mode. Different regulations (including registration periods) apply in line with a student's mode.

2.4.2. With the support of their supervisor and School, students may request to change mode by completing a Change of Programme form. Such requests should be submitted to the Graduate School within 14 days of the effective date of the mode change.

2.4.3. Where a student requests to change mode, the following conditions apply:

- students are permitted a maximum of two mode changes during their programme. Any further requests are subject to Graduate School approval on a case-by-case basis;
- students are not permitted to change mode while in Completion or Continuation status;
- certain student visas do not permit PT study; visa holders are expected to contact the Immigration Advisory Service (IAS) to discuss possible visa implications prior to requesting any change of mode;

2.4.4. Following any change of mode, a student's registration period will be recalculated, and their final submission deadline adjusted, using the following logic:

- 1 FT month = 2 PT months;
- 1 PT month = 0.5 FT months.

2.4.5. In addition to their mode, students may be eligible for different fee statuses:

- Overseas Research Fieldwork, which applies where a student is undertaking a period of off-campus research approved by both the academic School and Graduate School;
- Completion status, which applies where a student has been confirmed by the Graduate School as being in the 'completion' or 'writing up' phase of their programme;
- Continuation status, which applies where a student has been granted an extension to their registration period by the Graduate School;

2.4.6. Different fees apply depending both on a student's mode and status, as outlined in the College's Tuition Fee Policy and Procedures.

2.5. Completion status

2.5.1. Completion status, also referred to as ‘Writing Up status’, is a status available to students who are confirmed to be in the 'writing up' phase of their programme.

2.5.2. FT students are entitled to a maximum of 12 months registration in Completion status, while PT students are entitled to a maximum of 24 months of registration in Completion status.

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2.5.3. In order to be approved for Completion status, **PhD students** must:

i) have completed 36 months FT or 72 months PT registration;
ii) have successfully completed their Transfer of Registration;
iii) have completed the majority of their thesis in draft form;
iv) be expected to submit by the end of the Writing Up period (i.e., within 12 months FT or 24 months PT).

2.5.4. In order to be approved for Completion status, **MPhil students** must:

i) have completed 24 months FT or 48 months PT registration;
ii) have completed the majority of their thesis in draft form;
iii) be expected to submit by the end of the Writing Up period (i.e., within 12 months FT or 24 months PT).

2.5.5. As per 2.1.11 students enrolled on social science or science PhD programmes with integrated research training are entitled to longer maximum registration periods. They are therefore eligible for Completion status after having completed 48 months FT or 96 months PT registration.

2.5.6. Given the unique structure and length of their programme, academic staff undertaking a PhD by publication are not entitled to Completion status.

2.5.7. Where students are registered on a Research Degree programme validated by Goldsmiths but delivered as part of a partnership arrangement, Completion status will not apply; students should instead refer to the programme documentation and/or handbook for their provider.

2.5.8. The Graduate School is responsible for coordinating a review of students’ eligibility for Completion status. The Graduate School will contact PGR Leads with lists of eligible students in their academic area on a termly basis to determine whether or not they should be approved for the switch.

2.5.9. Where a student is not approved for a switch to Completion status for any reason, they will remain registered in their original mode and continue to be liable for the fee associated with that mode.

2.5.10. Where a student is approved for a switch to Completion status, the Graduate School will notify Registry Operations to action the switch and recalculate fees where needed.

2.5.11. Where a student is approved for Completion status after completing more than 36 months FT/72 months PT registration, they will be entitled to the remaining pro-rata number of months in completion status, in line with their maximum registration period.

2.5.12. Where a student has successfully completed their Transfer of Registration, but is not then approved by their School for Completion status due to concerns over progress, it is recommended that the student be put on Special Academic Review to address these concerns.

2.6. Extensions to maximum registration periods

2.6.1. In exceptional circumstances, students may apply for an extension to their registration beyond the maximum period (hereafter 'extension').

2.6.2. Requests for extensions will only be considered for students who have already successfully completed their Transfer of Registration (i.e., successfully upgraded to PhD status) and have been approved for completion status.

2.6.3. The maximum extension period permitted is 12 months. Requests for extensions of longer than 12 months in duration will not be approved. Only in extraordinary circumstances will registration be allowed to continue beyond a 12-month extension period.

2.6.4. Where a student wishes to apply for an extension, they are normally required to submit a formal request via the Request to Extend Registration Period Form, normally around 3 months before the end of their maximum registration period. Any requests submitted more than 3 months prior to a student's submission deadline will usually be deferred for later consideration.

2.6.5. The extension request form is available on request from the Graduate School. The form requires students to submit:

- an account of the reason(s) for expected late submission;

- relevant supporting evidence;
- a considered and achievable timeline to submission;
- a statement of support from the supervisor.

2.6.6. All extension requests will be reviewed by the Graduate School's extension panel, who are responsible for assessing whether there have been unavoidable delays beyond the student's control warranting additional time.

2.6.7. Such delays are expected to have occurred during the final 3-6 months preceding the student's submission deadline, and may for example arise from:

- medical emergencies or other serious causes preventing the student from working on their thesis for short periods;
- the unexpected absence of a main supervisor for consultation during the final stages of registration;
- disruption to key resources necessary for submission (such as physical space) or a significant loss of data already compiled.

2.6.8. Where a student requests an extension on medical grounds, they are expected to provide supporting medical evidence. This can include documentation from either medical practitioners or the University Wellbeing service.

2.6.9. Extensions will not be approved solely on the basis of the following:

- undertaking further research;
- employment commitments;
- availability of sponsorship beyond the maximum registration period;
- engaging in professional development activities (e.g., attending conferences and other events, preparing publications, etc.);
- having underestimated the amount of work still left to do.

2.6.10. The panel will consider whether the frequency of contact from the student (and/or their attendance at the University) has been unacceptably poor, despite reasonable efforts from the School to maintain such contact.

2.6.11. Where the Graduate School grants an extension request, the following conditions will apply:

- the supervisor will be responsible for reporting on the student's progress via periodic interim reports, the frequency of which will be set out in the extension request outcome notification from the Graduate School;
- the student's record will be switched to Continuation status;

2.7. Location of Study and Overseas Research Fieldwork

2.7.1. Students are expected to engage with the academic community throughout the duration of programme and to access the range of support offered by the College as appropriate. For the majority of students, this will be via in-person interaction, as part of an experience that is primarily campus-based in the UK. However, the College also recognises that doctoral research is a highly individualised endeavour and that engagement and contact with the College can take different forms, particularly where periods of fieldwork are concerned.

2.7.2. For reasons demonstrably outside of their control students may be unable to travel to the UK for specific periods and must remain for those periods in their normal place of residence overseas, must discuss with their main supervisor possible arrangements for undertaking a period of their research remotely. Where it is agreed by the School that satisfactory arrangements are in place to enable research either to commence or continue on remote basis and for supervisory and other essential support to be given, such periods will be formally approved as specified periods of remote research and must be notified to the College via the Graduate School.

2.7.3. Where a student has a visa for study and/or financial sponsorship, they must be mindful of any associated terms and conditions that may prohibit or limit them from undertaking their research on a remote basis and seek advice where necessary.

2.7.4. For reasons integral to their research – such as fieldwork or data collection – students may also need to relocate to and be based at a new location outside of the UK and at a location other than their main place of residence, for defined periods of time comprised between 3 and 12 months. In such cases, students can apply for Overseas Research Fieldwork Status for these periods, to defray costs additionally incurred by that relocation.

2.7.5. For an Overseas Research Fieldwork application to be approved, the following conditions must be met:

- The student must provide a justification, relevant to the research project, as to why the relevant period must be spent off-campus and at a location other than their normal place of residence.
- A brief timeline should be provided which illustrates the context for the period off-campus. In aggregate, no more than 50% of the duration (24 months full-

time or 48 months part-time) of an MPhil/PhD programme will be approved for off-campus study status.

- Students will be required to attend the Induction programme and to attend and pass any elements of any research methods training courses required by their School or funder; exemption for attendance may be given in special cases but exemption will not be given for passing assessments unless approved by the Graduate School.
- The supervisory team and the Head of School (or their nominee) will need to assure themselves that the level of supervision available will be equivalent to that available to students based at the College and will need to agree regular contact arrangements for this period. Wherever possible, this should involve the appointment of an appropriate mentor located at the off-campus location.
- Additionally, Heads of School (or their nominee) will need to ensure themselves that such students will benefit from a learning experience equivalent to that available to students based primarily at the College, including access to appropriate computing and library facilities.

2.7.6. All periods of Overseas Research Fieldwork status must be approved by the Graduate School before they commence.

2.7.7. Regulations concerning Overseas Research Fieldwork will apply equally to home and overseas students but any research student studying on a visa will need to seek advice in advance from the Immigration Advisory Service on the effects of undertaking such a relocation on their visa status.

2.7.8. Students will need to complete the College's standard Risk Assessment form in order to help ensure their safety during the period of off-campus study and to allow them to benefit from any applicable College Insurance schemes.

2.7.9. Where a student is approved for a period of Overseas Research Fieldwork, their record will be switched to 'off-campus study' status for this period, and they will be liable for a portion of off-campus fees. As outlined in the College's Tuition Fee Policy and Procedures, there is no fee reduction available to part-time students undertaking approved periods of off-campus study.

2.8. Communication during registration periods

2.8.1. Formal correspondence, including information on enrolment, fees, and assessments, will be sent to students' official College email addresses (@gold.ac.uk). Students are therefore expected to check this email account on a regular basis and to use this account to send correspondence relating to their programme and/or enrolment.

2.8.2. In the event that the Graduate School is notified by an academic School that they are reasonably concerned over a sustained lack of contact from a student, following their reasonable efforts to contact that student, the Graduate School may initiate withdrawal for falling out of contact after 3 formal attempts are made – spaced over a period of 6 weeks - to reestablish communication.

3. Format of a thesis

3.1. Thesis for the PhD degree

3.1.1. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time research studies. If a student is registered in part-time mode, the scope of the thesis shall be what might reasonably be expected after six or at most eight years of research study.

3.1.2. The thesis shall:

(i) consist of the student's own account of their investigations, the greater proportion of which shall have been undertaken during their registration on the MPhil/PhD programme. The part played by the student in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the student and certified by the supervisor;

(ii) form a distinct contribution to the knowledge of the subject;

(iii) afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

(iv) be an integrated whole and present a coherent argument. A series of papers, whether published or otherwise, is not acceptable for submission as a traditional PhD thesis[2]. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the student alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be included as appendices;

(v) give a critical assessment of the relevant literature;

[2] Candidates on the Goldsmiths PhD by Publication shall follow the separate programme specifications agreed for their programme

(vi) describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject;

(vii) demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), research skills relevant to the thesis being presented, objectivity and the capacity for judgment in complex situations and autonomous work in that field;

(viii) include a full bibliography and references;

(ix) be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals);

(x) be written in English and the literary presentation shall be satisfactory. On an exceptional basis, permission may be granted for a thesis in the field of foreign literature to be written in the language of study; in such cases the thesis shall additionally include a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis;

(xi) not exceed 100,000 words; a School may prescribe a lower number for practice-based research in certain subject areas, which shall be detailed either in the approved programme specification. For detailed information on what is included or excluded from the word count, please refer to CG1 - Guidelines for Research Degree Candidates and Supervisors;

3.1.3. Candidates undertaking practice research may, with the explicit agreement of their School, register to undertake research leading to a thesis submitted in accordance with the normal provisions above or may register to undertake studio-based research/other audio-visual research/technological research as appropriate. In the latter case, the submission for examination may include a practical component (portfolio, exhibition or other audio-visual display) alongside a written thesis. This must be original work which exemplifies and locates the ideas which are developed in conjunction with the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation as defined either within the specific programme documentation (programme specifications).

3.2. Thesis for the MPhil Degree

3.2.1. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study. If a student is studying on a part-time basis, the scope of the thesis shall be what might reasonably be expected after four or at most six years of study.

3.2.2. The thesis shall:

(i) consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree. The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor;

(ii) be either a record of original work or of an ordered and critical exposition of existing knowledge;

(iii) provide evidence that the field has been surveyed thoroughly;

(iv) be an integrated whole and present a coherent argument. A series of papers, whether published or otherwise, is not acceptable for submission as an MPhil thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis;

(v) give a critical assessment of the relevant literature;

(vi) describe the method of research and its findings and include a discussion on those findings;

(vii) include a full bibliography and references;

(viii) be written in English and the literary presentation shall be satisfactory, although the College at which the candidate is or will be registered may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall additionally include a submission of between 10,000 and 20,000 words which shall be written in English and shall summarize the main arguments of the thesis;

(ix) shall not exceed 60,000 words; a School may prescribe a lower number in certain subject areas, which shall be detailed in the relevant regulations. For detailed information on what is included or excluded from the word count, please refer to CG1 - Guidelines for Research Degree Candidates and Supervisors.

3.2.3. Candidates undertaking practice research may, with the explicit agreement of their School, register to undertake research leading to a thesis submitted in accordance with the normal provisions above or may register to undertake studio-based research/other audio-visual research/technological research as appropriate. In the latter case, the submission for examination may include a practical component (portfolio, exhibition or other audio-visual display) alongside a written thesis. This must be original work which exemplifies and locates the

ideas which are developed in conjunction with the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation as defined either within the specific programme documentation (programme specifications).

4. Research Ethics and Integrity

4.1. Research ethics

4.1.1. All students have the responsibility to observe the highest standards of scholarly conduct in their research. In the first instance, they should discuss research ethics and integrity with their supervisors.

4.1.2. All students are expected to have discussed and obtained ethical clearance for their research, irrespective of whether or not their research involves human participants.

4.1.3. Ethical clearance processes are at the discretion of each Academic School. Students are therefore advised to seek advice from their supervisor, PGR Lead, or relevant ethics lead within their School.

4.2. Citation and references

4.2.1. There is no prescribed citation format for Goldsmiths research degree theses; the choice of citation style is left at the discretion of the student. Whichever citation format is selected should be used consistently throughout the thesis.

4.2.2. Students are advised to consult their supervisors when selecting a citation style, having regard for conventions in their discipline.

4.2.3. Citation software support and training is available through Goldsmiths library.

4.3. Use of third-party services

4.3.1. Any work submitted for examination (including any practice-based components) should consist of the student's own work.

4.3.2. In some cases, normally related to a declared disability, it may be appropriate for students to employ the services of a third party while working on their thesis. Examples of such third parties may include but are not limited to transcribers, proof-readers, and designers.

4.3.3. The use of third-party services is permissible where the third party's contributions cannot be deemed to be editorial or substantive in nature and therefore does not compromise the student's claim to authorship.

4.3.4. Practice-based students are encouraged to seek advice from their supervisor regarding what format may be appropriate for the presentation or documentation of practice components for the examination.

4.3.5. Whenever third-party services are employed, this should be explicitly accounted for in the thesis; for example, through a reflexive statement included in a methodology section.

4.3.6. The responsible use of Artificial Intelligence (hereafter AI) tools is common – in various forms - to study at all levels of academia, including doctoral research.. With this in mind, the University advises that all students take due care and attention to ensure they are aware of any guidance that is applicable to their discipline area or more broadly issued by the College before making use of generative AI services within their research or to generate written content. Where the use of generative AI is a facet of any element of research, including the writing up of results, the specific uses and services utilised must be appropriately declared and cited in references.

4.4. Academic Misconduct

4.4.1. It is expected that students should seek advice from their supervisors in the first instance about ensuring they are aware of the principles of good academic practice in undertaking their research.

4.4.2. Where a student is found to have undertaken poor academic practice or committed academic misconduct, appropriate action will be taken in line with the College's existing policies. In some cases, this may include the termination of a student's registration.

5. Supervision

5.1. Supervision arrangements

5.1.1. Each student should have a main supervisor, who will normally be the first point of contact during their MPhil/PhD programme, and a second supervisor. There may be additional supervision if required.

5.1.2. There are three accepted arrangements regarding the second supervisor, which can overlap if appropriate:

- Co-supervisor: the second supervisor plays an active role in guiding the student's work, sometimes comparable – and in some cases equivalent - to that of the main supervisor. This can often be desirable if the two supervisors can offer different expertise, or if a research project is carried out in collaboration with another organisation or external agency;
- Associate supervisor: the role of the second supervisor is to act as a mentor or guide for a main supervisor who has not yet seen a PhD through to completion. It is expected that the associate supervisor will meet with the main supervisor at least once a term in this capacity;
- Reserve supervisor: the second supervisor's role can be much more limited. There are no explicit requirements on this category of supervisor to provide academic guidance, nor will they need to provide mentoring where there is an already experienced main supervisor. However, the reserve supervisor will be acquainted with the student and his or her work, and will be a known person whom the student can consult in case of difficulty, or for help (perhaps in making alternative arrangements) if the main supervisor is on sabbatical, ill for a prolonged period, or leaves the College;

5.1.3. Any supervisor would normally hold a PhD themselves. However, this requirement can be waived provided the relevant School Postgraduate Committee is satisfied with supervisory arrangements, either because of the research and/or professional experience of the supervisor concerned, and/or by having a second co-supervisor or associate supervisor who does hold a PhD. Where an academic is proposed as supervisor who is suitably experienced and research active but is themselves undertaking a PhD for their professional development, this would normally be expected to be within an institution external to Goldsmiths or within a separate academic School within Goldsmiths to their proposed supervisee. If the latter, Schools are asked to be mindful of any potential connections that may arise by virtue of both a supervisee and a supervisor undertaking a doctorate concurrently at the same institution, to ensure that the supervisory relationship can retain an appropriate level of

independence.

5.1.4. Any main supervisor who has not yet seen a PhD student through to completion, is required to:

- attend the formal supervisor training run by the Graduate School as early as possible in their supervisory duties; and;
- have an associate supervisor or co-supervisor who has seen a PhD student through to completion, to act in a mentoring capacity.

5.1.5. Where supervision is drawn from more than one academic unit within the University, it is the regulations and guidance issued by unit hosting a student's registered programme that take precedence. Where there is any cause for doubt, cases can be referred to the Graduate School.

5.1.6. A supervisor would normally be a member of the College's academic staff and this must always be the case for a reserve supervisor. However, it is acceptable for one co-supervisor to be based outside the College provided that the other supervisor is affiliated with the College. An associate supervisor should normally be a member of the academic staff of the College. Any exceptions must have the approval of the Dean of the Graduate School, which would only be given in exceptional circumstances.

5.1.7. In all cases where one supervisor is based outside the College, normal College regulations and monitoring procedures must be followed.

5.1.8. When a co-supervisor external to the College gives substantial help to a student, it is normally appropriate to recompense their activity. Besides acknowledgement through publications and conference presentations, this might take the form of an honorarium or payment from School funds, or consideration of a position as Honorary Visiting Fellow in the College. Such arrangements will be at the discretion of the School.

5.2. Allocation of supervisors

5.2.1. The Head of School and the relevant School Postgraduate Committee will be responsible for the allocation of supervisors. As such, they should ensure the following:

- the main supervisor is properly qualified, both in terms of research area and specific research expertise, to oversee the progress of the student to successful completion;

- a second supervisor (co-, associate, or reserve) is appointed for each student;
- there is at least one member of the supervisory team who holds the qualification of PhD;
- the supervisors have access to effective support within the School and undertake any training necessary to undertake effective supervision;
- in assigning supervisors, Schools should be mindful of any close personal or professional connections between the proposed supervisor and the student that may impact on the proposed supervisory relationship.

5.2.2. Supervision of students forms an agreed proportion of a staff member's duties. Supervision loads should be accounted for fairly in terms of the general burden of teaching, administration and research. In considering supervisory load, it is relevant to take account of the students' research stage, any special help or supervision that students may require, as well as any other duties allocated to the member of staff.

5.2.3. To ensure that any the appropriate level of support can be given to students under their supervision, no member of staff should simultaneously supervise more than eight students as a main or co-supervisor; this maximum applies irrespective of the student's mode of study (full-time or part-time).

5.3. Supervision sessions

5.3.1. Supervision sessions should be free from unnecessary interruptions and dedicated to the progress of the student. They may be held in person, over the phone, or by videoconference.

5.3.2. While variations may occur according to mutually agreed preferences and circumstances, it is expected that:

- full-time students should have a minimum of one hour of supervision, twelve times per year during the first year of study, and six times per year thereafter; part-time students should have a minimum of one hour of supervision six times per year during the first year of study, and three times per year thereafter.

5.4. Supervisor and supervisee responsibilities

5.4.1. The responsibilities of the supervisee (hereafter 'student') include:

- discussing with the supervisors the type of guidance and comment that is most helpful and agreeing a schedule of meetings;
- maintaining respect in oral and written communications with supervisors, such that diverse academic opinions are treated with consideration;
- with the supervisors, to keep brief, written records of all supervisory meetings, either within the online system provided by the Graduate School (external Gecko form) or by another preferred method in which records are agreed between student and supervisor and retained by both parties. Dates of meetings should be noted by students and confirmed by supervisors as part of the Annual Progress Report for each student;
- with the supervisors, fixing the date and time of the next supervision session at the end of each session, keeping a record of progress, and reflections on this;
- taking the initiative in raising any problems or difficulties. Any serious problems a student has with supervisors, including those of access, should in the first instance be taken up by the student with a supervisor, and then if necessary with the relevant School Postgraduate Committee;
- discussing with supervisors any ethical issues that may arise from the research being planned and seeking formal approval where appropriate.
- Maintaining the progress of the work in accordance with the schedule agreed with the supervisors, including in particular the delivery of written material as required in sufficient time to allow for comments;
- providing, at least on an annual basis, a formal academic progress report when requested to do so.
- ensuring that all material for a thesis or dissertation including draft material submitted to the supervisor, is the student's own work and avoids any form of plagiarism. The College's guidance on plagiarism is set out in the overall guide to Academic Misconduct Policy and Procedures (gold.ac.uk)
- deciding when – within their maximum registration time - to submit, taking due account of the supervisor's view (which is advisory).

5.4.2. The responsibilities of the **main supervisor** and, where appropriate, of any **co-supervisor** include:

- giving advice about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, attendance at taught classes, and about requisite techniques (including arranging for instruction where necessary);
- in the case of overseas students for whom English is not their first language, offering advice about any necessary language training;

- maintaining regular contact with their students through individual supervisory tutorials;
- with the supervisees, fix the date and time of the next supervision session at the end of each session, keeping a record of their progress, and reflections on this;
- requesting written work as appropriate, including drafts of work towards the thesis, and returning such work with written feedback, constructive criticism and in reasonable time;
- arranging as appropriate for the student to talk about his or her work to staff or graduate seminars and introducing the student to meetings of learned societies and to other research workers in the field;
- giving detailed advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time;
- ensuring that the student is made aware should progress and standards of work be below that generally expected and reporting thereon to the relevant School Postgraduate Committee and via an annual progress report;
- discussing with the student any ethical issues that may arise from the research being planned and ensuring that the research abides by the College Code of Practice on Research Ethics and the principles outlined on Research governance, ethics and integrity
- ensuring that the student is aware of the need to avoid any plagiarism or fraud in their research, including written drafts of thesis material;
- where a supervisor wishes to involve a student in a research funding application, or an existing research project, ensuring that the student is fully informed of the work involved and consents to the implications for their studies;
- where a supervisor wishes to involve or draw on any aspect of a students' work in publication, the student must be fully informed and consent to their work being used and appropriately recognised and cited;
- providing support following the viva voce examination (hereafter, the viva) in making corrections in accordance with the examiner's requirements;
- nominating the external and internal examiner for the student's viva and arranging a mutually convenient date between the two examiners and the student for the viva (normally within three months of submission). It is good practice for Supervisors to discuss potential examiner nominations with the student before nomination.

5.4.3. The specific responsibilities of an **associate supervisor** include:

- to act as a mentor or guide, for a main supervisor who has not yet seen a PhD through to completion. It is expected that the associate supervisor will meet with the main supervisor at least three times a year in this capacity, normally with their co-supervised student present.

5.4.4. The responsibilities of a **reserve supervisor** include:

- to be acquainted with the student and his or her work, and to be a known person whom the student can consult in case of difficulty, or for help.
- to ensure that the student's research will continue to be supervised on a regular basis by making alternative arrangements with another member of the School if the main supervisor is unable to continue with supervision, e.g., whilst on research leave, parental leave, or is ill for a prolonged period, or leaves the College.

5.4.5. The responsibilities of **all supervisors** include:

- to be involved in the annual review of student progress, ensure the Transfer of Registration takes place in a timely fashion, and in any decisions regarding Special Academic Review Status;
- to be accessible to the student at appropriate times when advice might be needed;
- with the students, keep brief, written records of all supervisory meetings, either within the online system provided by the Graduate School (external Gecko form) or by another preferred method in which records are agreed between student and supervisor and retained by both parties. Dates of meetings should be noted by students and confirmed by supervisors as part of the Annual Progress Report for each student;
- with the students, fix the date and time of the next supervision session at the end of each session.
- to maintain respect in oral and written communications with students, such that diverse academic opinions are treated with consideration;
- to report annually, or as requested, on the progress of the student to the relevant School Postgraduate Committee and/or Graduate School. If at any time the supervisors are of the opinion that the student is unlikely to achieve the degree for which registered s/he should inform the relevant School Postgraduate Committee without delay.

6. Progress monitoring and Examinations

6.1. Annual Progress Monitoring

6.1.1. The Annual Progress Monitoring (APM) process is an opportunity for both students and their supervisors to reflect on progress, help identify any problems, and to agree any remedial action and/or support where required.

6.1.2. All Students who are registered as 'live' while the APM process is running and have been enrolled for one or more terms during the current academic year are required to complete an APM report.

6.1.3. The following students are exempt from completing the report:

- Students who are interrupted at the time the APM process runs;
- Students who have been registered for less than one term of the academic year due to interruption(s);
- Students who have submitted their thesis for examination.

6.1.4. The Graduate School oversees the APM process and contacts students and relevant academic contacts within Schools with details and timings for the process during the summer term each year.

6.1.5. Each APM comprises two reports submitted via an online form supplied by the Graduate School:

- a brief report by the student on their progress;
- a brief report by the main supervisor (with input from the rest of the supervisory team).

6.1.6. Where an APM indicates that a student's progress is unsatisfactory, the relevant School Postgraduate Committee or equivalent is expected to take necessary steps to agree a specific plan of action. Such a plan, may, in some cases, include recommending the student be placed on Special Academic Review.

6.2. Transfer of Registration

6.2.1. Students will initially be registered on an MPhil/PhD programme and initially considered candidates for the MPhil degree. During their programme, they will be subject to a formal assessment (hereafter Transfer Panel) of their research ability and the standard of their research. The purpose of this assessment is to confirm the student's transfer of registration, to be considered a candidate for the PhD degree. The Transfer of Registration process is also referred to in short form as the 'upgrade' process.

6.2.2. All students will be subject to at least one Transfer Panel, even if the assessors are minded to recommend that the student revise and resubmit their materials (see 6.2.19).

6.2.3. If a student joining Goldsmiths mid-programme (I.e. transferring institutions) has successfully completed an equivalent upgrade process at a previous institution, they may be exempt from undertaking an upgrade following their transfer to and enrolment with Goldsmiths, provided that satisfactory documentary evidence is supplied.

6.2.4. Students aiming for the qualification of PhD are expected to complete the transfer of registration by 18 months FT / 36 months PT registration.

6.2.5. In order to ensure that the process is completed by 18 months FT / 36 months PT registration, full-time students should normally submit the materials for transfer of registration after 9 months and no later than 15 months of study. Part-time students should normally submit the materials for transfer of registration after 18 months of study and no later than 30 months of study.

6.2.6. From 2023-24, students who have not submitted materials for a Transfer of Registration by the end of 18 months FT/ 36 months PT registration would typically be expected to be placed on SAR. Appropriate allowance will be made for students who commenced their programme prior to 2023-24. However, the Graduate School may still recommend a period of SAR where there are concerns about academic progress, including where the Transfer of Registration is overdue according to the previous Code of Practice.

6.2.7. The written submission shall be reviewed by two assessors, who will also conduct an oral examination. This oral examination is known as the Transfer Panel and is normally expected to take place no later than 2 months after the student's submission of their Transfer materials to the assessors.

6.2.8. The Transfer Panel will either be held in person in London, typically at Goldsmiths, and in a formal environment suitable for the conduct of an examination or via videoconference on a Goldsmiths approved software platform. Where a student is registered on a Research Degree programme validated by Goldsmiths but delivered as part of a partnership arrangement, the Transfer Panel may be required to take place at the partner institution.

6.2.9. It is the supervisor's responsibility to coordinate arrangements for the Transfer Panel. The arrangement for the transfer panel must be agreed suitably in advance with the candidate and assessors.

6.2.10. With the candidate's consent, a supervisor may attend the Transfer Panel as an observer. In keeping with the role of an observer, any supervisor present must not speak unless invited to do so by the assessors. Supervisors who exceed their role as silent observer may be requested to leave the Transfer Panel. No persons other than the two assessors, one supervisor, and the student may be present at a Transfer Panel.

6.2.11. It is the supervisor's responsibility, with support from their PGR Lead, to nominate two suitable assessors for the Transfer Panel. At least one of the assessors must have supervised a PhD to completion. Specific requirements may apply within Schools, provided that students are made aware of these at the appropriate time.

6.2.12. The assessors have the right to request the nomination of a third assessor if they feel that the expertise of another colleague will be essential to the assessment process.

6.2.13. While it is accepted that the assessors may be acquainted with the student, the assessors nominated should have no close personal or professional links with the student which might inhibit an objective examination. For the avoidance of doubt, close professional links include joint holding of grants, co-authorship of papers, books and chapters. In line with this, an associate or reserve supervisor can act as an assessor, but a main or co-supervisor cannot.

6.2.14. A member of staff who has acted as assessor for a Transfer Panel cannot, in due course, be nominated as an Examiner for the student's final examination (whether for the qualification of MPhil or PhD).

6.2.15. The minimum requirements for Transfer of Registration from MPhil to PhD are as follows:

- satisfactory completion of any postgraduate training courses as required by the School or funder;
- formal upgrade package normally of 15,000 words or 10,000 words together with a portfolio of practice-based work appropriate to the programme and stage of research. In all cases the upgrade package will normally include:
    - an abstract;
    - a plan of the thesis;

- a clear statement of the research aims and objectives, its significance and the specific question (s) to be addressed and/or practice to be developed;
- description of the research practice and/or methods being used, including ethical considerations;
- a critical assessment of relevant literatures and/or contextual review;
- a bibliography;
- a realistic timetable for completion within the maximum registration times for their mode of study;

- where appropriate, the student must have submitted formal ethical approval to their School, who may then refer the case to the Goldsmiths Research Ethics and Integrity Sub-Committee;
- where a School has any additional or specific submission requirements, these must be made clear to students prior to submission of the Transfer materials. .

6.2.16. Assessors cannot take any possible future extension to a student's maximum registration period into consideration during a Transfer Panel assessment. Assessors are therefore asked to determine whether the candidate is deemed capable of completing a thesis for the examination of the PhD degree by their final submission deadline

6.2.17. During the transfer panel, the student should have adequate opportunity, encouragement, and time to explain their research and to defend their thesis.

6.2.18. It is recommended that during a Transfer Panel lasting an hour or more, assessors should propose short break(s) at appropriate point(s) and make clear that a student may request breaks as required.

6.2.19. Higher Education Institutions are required to make reasonable adjustments to assessments for students with declared physical disabilities and special learning difficulties. Where this applies, the School is responsible for informing the upgrade assessors of any reasonable adjustments agreed for a student at least 2 weeks prior to the Transfer Panel. If upgrade assessors are informed directly by the student of any disability, even in confidence, they should seek the advice from the School, in order that they might be briefed on how best to meet the needs of the student.

6.2.20. The outcomes available in a first Transfer Panel include:

- (i) Transfer to PhD candidate status;

- (ii) Revise and resubmit with an agreed plan of remedial action, leading to a second and final Transfer attempt normally with the same assessors. This is the expected outcome if Transfer is not agreed at the first attempt;
- (iii)Recommendation that the student prepare for a submission for the degree of MPhil, if and when their work is likely to fit the criteria for this degree. Please refer to the maximum registration periods for the MPhil Degree outlined above;
- (iv) Recommendation for termination of registration.

6.2.21. Where outcome (i) is selected, the effective date of the Transfer of Registration from MPhil to PhD candidate will be the date of the panel itself. For the avoidance of doubt, the successful completion of the Transfer does not *per se* confer the award of MPhil.

6.2.22. Where outcome (ii) is selected:

- the student will be expected to submit materials for this second panel Transfer attempt within 3 months (for full-time students) or 6 months (for part-time students) of the original panel date. For the avoidance of doubt, any periods of interruption are not counted in this 3/6 month period;
- the assessors may decide to waive the requirement for a second oral assessment if they are minded to recommend a successful transfer on the basis of the resubmitted materials;
- a second oral assessment is required if the assessors are minded to recommend outcome (iii) or (iv) on the basis of the resubmitted materials.

6.2.23. The outcomes available in any second Transfer Panel attempt will be the same as for the first, with the exception that no further Transfer attempt will be available.

6.2.24. In the rare occurrence that the assessors have an irreconcilable difference of views in relation to the Transfer Panel and are unable to arrive at an agreement, they should contact the Graduate School for further guidance in the first instance. In such cases, the Graduate School reserves the right to:

- request a Joint Examiners Report summarising the Transfer Panel itself, as well as the differing views held by each assessor and the reason that agreement could not be reached;
- appoint an Independent Adjudicator and hold a second viva if appropriate.

6.2.25. Following any Transfer Panel, the assessors are required to complete:

- a Transfer Panel Form (UP1), indicating the assessors' decision. This form should then be countersigned by the relevant School PGR Committee chair;

- a Joint Report on the Transfer Panel, giving an account of the oral examination, the grounds on which the decision was made, and any remedial action required.

6.2.26. A copy of the Transfer Panel outcome form, together with the Joint Report on the Transfer Panel, should be sent to the Graduate School within 14 days of the panel date. The Graduate School will retain a copy of the panel form and record any successful Transfer of Registration in the College's Student Record System.

6.2.27. A copy of the Joint Report on the Transfer Panel should be sent to the student within 14 days of the panel date. Where a student is asked to revise and resubmit materials for a second transfer, the date of the re-submission should be stated clearly on the report.

6.3 Special Academic Review

6.3.1 If a student's work is deemed unsatisfactory by the supervisory team, the student may, with the agreement of the relevant School Postgraduate Research Committee (or equivalent), be placed on Special Academic Review (SAR) for a defined time period. This should be done with due regard to any written progress reports, which can serve both to document progress but also to flag any recommended remedial action that may precede (or obviate) the need for SAR.

6.3.4 The SAR process is intended to address unsatisfactory progress by setting clear targets and milestones for a defined and standard period of time. In the majority of cases, this process will be negotiated successfully and will ensure that a student's overall progress towards submission has been rectified.

6.3.4 The standard duration of an SAR period is 3 months for full-time students and 6 months for part-time students.

6.3.5 Where a supervisory team intends to place their student on SAR, they should, in the first instance contact the relevant PGR Lead in their School to discuss and agree:

- The proposed timescale for the SAR;
- Appropriate and achievable terms and conditions for the SAR period. Typically, this will include the submission of written work (such as thesis

chapters) within a specified timeframe but can extend, where appropriate, to the preparation of an 'Upgrade package' for a Transfer Panel (again, where the time is defined).

- Proposed nomination for a third assessor to review the work submitted as part of the SAR and determine its outcome along with the supervisors. The third assessor should be a senior academic from the relevant area of the School, independent from the supervisory team.

6.3.6 PGR Leads are normally expected to submit the formal request for SAR via the Graduate School's online form (SAR1). Where the PGR Lead is one of the supervisors, it is good practice for another member of staff to submit the request on their behalf.

6.3.7 The Graduate School is responsible for reviewing all SAR requests and liaising with the School over any required changes to the proposed timescales or terms and conditions. Once these are finalised, the Graduate School will formally notify the student of their SAR via email. This notification will include details of the terms and conditions which the student must meet within a specified timeframe in order to return to normal study.

6.3.8 Whilst on SAR, a student cannot qualify for 'Completion' status, nor be permitted to submit a thesis for examination. However, a student may complete their Transfer of Registration during an SAR.

6.3.9 Whilst on SAR, students continue to be liable for fees and should receive supervision and other support as normal, though it may be appropriate that engagement with non-core activities (such as discretionary training) is decreased during this period.

6.3.10 The work submitted by the student will be independently assessed by both supervisors and the third assessor. All three assessors will then confer to complete the SAR2 – Special Academic Review Joint Report form recording their recommendation.

6.3.11 The assessors' report should include one of following three recommendations:

i) SAR T&Cs satisfied: Recommend student returns to normal study;
ii) SAR T&Cs not satisfied: Recommend student submits for the degree of MPhil;
iii) SAR T&Cs not satisfied: Recommend the termination of registration.

6.3.12 The assessors' joint report should be sent to the relevant School Postgraduate Research Committee for consideration. Following due consideration of this report, the relevant School Postgraduate Research Committee will decide whether to ratify the assessors' decision.

6.3.13 Following the relevant School Postgraduate Research Committee's decision, the report should be sent to the Graduate School. The Graduate School will then notify the student in writing of their SAR outcome.

6.3.14 Where a student has successfully met the terms and conditions of their SAR, they will return to normal study.

6.3.15 Where a student has not met the terms and conditions of their SAR, and receive the recommendation to complete and submit their thesis for the degree of MPhil, they should refer to the Research Degree Examination Webpage for guidance on the MPhil examination process. In the case where a student receives such a recommendation having already reached or exceeded the maximum registration period for an MPhil, they will be permitted to request an extension to their maximum registration via the normal extension request route.

6.3.16 Where a student has not met the terms and conditions of their SAR, and receive the recommendation for their registration to be terminated, they will be withdrawn from the College. The effective date of their withdrawal will be the date they are formally notified of the outcome of the SAR by the Graduate School. In line with the College's Fee Policy, they will not be liable for fees for periods following the effective date of their withdrawal.

6.3.17 Records of all SAR periods and outcomes will be kept on the student's file as maintained by the Graduate School.

6.4 Research Degree Examinations

6.4.1 Research Degree examinations refer to the examination process following a student's submission of their thesis for the degree of MPhil or PhD. For the avoidance of doubt, Transfer Panels and the assessments they entail are not deemed to comprise Research Degree examinations.

6.4.2 The College's regulations governing the conduct of Research Degree examinations are set out separately in in CG1 - Guidelines for Research Degree Candidates and Supervisors. All candidates for examination for the degree or MPhil or PhD should read these guidelines in the months leading to their thesis submission.

6.4.3 Links to all Examination documents and forms can be found on the Goldsmiths Doctoral Examinations webpage.

6.4.5 Questions relating to Doctoral Examinations should be directed to research-degrees@gold.ac.uk.

7. Research Training, Support, and Representation

7.1. Research Training

7.1.1. All students should have training in forms of scholarship and research methods appropriate to their discipline and prior experience. All students will also have access to generic and transferable skills training and opportunities to network with other students and staff throughout their programme.

7.1.2. The individual training needs of doctoral researchers should be reviewed initially (with supervisors) and then periodically throughout study, in order to ensure the student is equipped to complete their research. This will be based on what training (and relevant experience) they have undertaken prior to enrolment and what they need to undertake the project (or develop broader skills). Both students and supervisors are encouraged to be aware of the principles set out in the national *Concordat to Support the Career Development of Researchers.*

7.1.3. There is not a College-level requirement for any specific training courses to be attended or passed in order either to proceed through upgrade (transfer of registration) or to be considered (and indeed passed) at final examination. Where specific training requirements exist, these will be specified by individual sponsors (such as UKRI) and/or Schools.

7.1.4. The Graduate School is responsible for co-ordinating two annual induction events for incoming students in line with the two key entry points each Academic Year (September and January). It is expected that all new students will attend induction at the start of their programme.

7.1.5. The Graduate School is responsible for co-ordinating seminars throughout the Academic Year that provide generic skills training and opportunity for networking. It is expected that students will attend a portion of these events as and when is appropriate given their own training and development needs.

7.1.6. It is expected that students will discuss their training and development needs with their supervisors early in their programme, in order to identify and plan for any specific activities or courses that may be required. In many cases, these conversations will focus primarily on skills that will be needed to ensure the successful completion of the research degree but may also include discussions of other transferable skills.

7.1.7. Opportunities should exist to develop scholarly competence and independence of mind; to encourage participation in institutional and external discussion forums, with the presentation of research outcomes where relevant; and to meet other researchers (and appropriate academic bodies and societies) in their field.

7.1.8. Each School should, where appropriate, arrange regular seminars which all students normally will be expected to attend and participate in on a regular basis. In the first year of a student's study these might concentrate on research methods. In subsequent years of study, seminars should allow the opportunity for students to present and discuss their own work.

7.1.9. Schools should provide some mechanism of support to which postgraduate research students can apply, to facilitate attendance at conferences, seminars, workshops, relevant professional meetings or performances/events to which they are contributing, or which are relevant to their research.

7.1.10. Students can also access training and advice from the Academic Skills Centre, and the Careers Service.

7.2. Student Representation

7.2.1. Postgraduate research students should have opportunities for effective representation on decision-making bodies, such as the relevant School Postgraduate Committee (for Unreserved Business).

7.2.2. PGR representatives represent the views and interests of postgraduate research students to the Graduate School, Schools and the Students' Union. PGR representatives are recruited by the Students' Union for a period of one year to represent the academic area School within which they are based. The Students' Union keeps PGR representatives informed and up-to-date with developments on a regular basis and ensures that they are fully supported in their roles through regular contact and training sessions.

7.2.3. At the College level, two postgraduate research student representatives will be nominated to sit on the Postgraduate Research (PGR) Board.

7.2.4. The PGR representatives will meet with representatives of the Graduate School on a periodic basis throughout the academic year.

7.2.5. The Students' Union provides a confidential and independent advice service on welfare and academic matters. Full details about support available are set out on the Students' Union website.

7.2.6. The PGR Reps will also be invited to take part in the meetings with the Graduate School Advisory Group on a periodic basis. The Graduate School Advisory group seeks to bring together students and staff to solicit direct feedback on Graduate School provision and support, with a particular focus on equality and diversity. It also aims to empower student led projects.

8. Appeals and Complaints

8.1. Appeals

8.1.1. Postgraduate Research Students have the right to request a review of academic decisions such as:

- Outcome of Transfer of Registration panel;
- Outcome of Special Academic Review;
- Research Degree Examination Outcome (i.e., outcome of viva voce).

8.1.2. If a student believes an assessment to have been compromised, they may submit an appeal on any of the following grounds:

- extenuating circumstances that they were unable to communicated to the examiners at the appropriate time;
- administrative or procedural error;
- prejudice or bias on the part of the examiners.

8.1.3. An appeal on any of these grounds must be supported by evidence.

8.1.4. Students must have received their formal Outcome Letter from the relevant body before they can appeal; if a student is unsure as to whether they have received their formal outcome letter for the process they wish to appeal, they should consult with the Graduate School in the first instance.

8.1.5. Once a formal Outcome Letter has been received, appeals must be submitted within the standard timeframe (i.e., within 21 days of receiving the Outcome Letter). Where an appeal is submitted beyond this timeframe, a reasonable explanation for the delay must be given, with evidence to support the circumstances.

8.1.6. Further information on the procedures for Academic Appeals, is available on the College's website.

8.2. Complaints

8.2.1. Though every effort is made to ensure that all students have a positive experience during their time at the College, it is recognised that sometimes students may be dissatisfied with an aspect of their experience.

8.2.2. Students are entitled to submit a complaint to the College; such complaints may be academic or non-academic in nature. A complaint might, for example, relate to problems with supervision or accommodation. Personal complaints are also handled under this procedure. Further information on student complaints and the complaints process is available on the College's website.