

Roehampton Research Student – Coronavirus (COVID-19) FAQ

The University has moved all learning, teaching and assessment online for the foreseeable future in response to the coronavirus (COVID-19) outbreak and following government advice. The Graduate School has been working to ensure that the disruption from this closure is as minimal as possible for research students. The Graduate School, along with other professional services, is now delivering all services remotely. We remain fully available to address your queries, through the usual channels, including by e-mail or by phone.

Please do read the information below very carefully as it contains important information specifically for research students. Research students should also check the University's dedicated page on Roehampton's response to the COVID-19 outbreak for all students which is updated daily:

<https://www.roehampton.ac.uk/coronavirus/>

Any queries, feedback, or any other aspect of your studies that you feel may be affected can be sent to us via graduateschool@roehampton.ac.uk for further information.

These FAQs will be updated as the situation develops, so please check your Roehampton email and the guidance on the University website regularly.

What is the advice if I am currently on fieldwork or planning to go on fieldwork in the near future?

All overseas travel on University business, including research, is now suspended until further notice. If you have currently booked tickets through Key Travel **do not** cancel these. All questions should be directed to authorisationtotravel@roehampton.ac.uk in the first instance.

All research students currently on overseas fieldwork should have received an email outlining advice particular to their place of fieldwork. If you are currently on fieldwork and did not receive an email please contact the Graduate School as soon as possible on graduateschool@roehampton.ac.uk.

I rely on University facilities to complete my work. What can I do while these are closed?

Students who rely on University facilities such as labs or research student spaces to complete their work should discuss with their supervisors what alternative work can be progressed during this period of disruption. If this is not possible, then please do email the Graduate School (graduateschool@roehampton.ac.uk) with your specific case and we can advise accordingly.

My research involves human participants. What should I do in the current circumstances?

All research with human participants should be adapted to conduct participant interactions remotely immediately. To facilitate this, the University has suspended for the time being the requirement for approval of modifications to ethics applications for changes from face-to-face to remote interactions. If research involving human participants cannot be conducted remotely, it must be paused immediately. For advice and guidance, contact your supervisors who may also wish to consult with your department's Ethics Representative. Research

students and supervisors may also contact the Director of the Graduate School, Ted Vallance, (edward.vallance@roehampton.ac.uk) if they have concerns.

My research requires access to archives/special collections. What should I do in the current circumstances?

Students who rely on access to archives and/or libraries to conduct their research should discuss with their supervisors what alternative work can be progressed during this period.

Students are also advised to check to see if archives and/or libraries have moved some of their collections online. Some organisations are making more of their resources open access to assist researchers in the current circumstances.

I am undertaking a practice-as-research PhD. What should I do in the current circumstances?

Students whose practical or creative work is impacted by the current circumstances should consult with their supervisors as to whether they can switch focus towards their critical commentary for the time being, or reconsider their practical or creative work so that it can be realised safely in the current circumstances.

What will happen to the scheduled RSDP sessions during this period?

All RSDP sessions for the remainder of the academic year will be moving to online delivery where possible. We are working with session leaders to ensure online delivery wherever feasible and will be sending out dates on these sessions in our weekly email to all students. There is no limit on the number of online sessions that can be taken during this period.

I have a viva planned for this period. Will this be going ahead?

If you have a viva scheduled, then this will now take place remotely. The regulations will be adjusted for each viva to allow for this. You will be offered the opportunity to discuss the viva taking place remotely with a member of Graduate School staff and will also be supported in terms of the practicalities of using this technology where appropriate, for example internet connectivity issues.

I am due to submit my thesis within this period. Can I still submit?

If you are due to submit your thesis during the current public health situation, then we will enable you to submit your thesis electronically and this will count as your thesis submission. There will be no requirement for you to submit hard bound copies of your thesis during this time. You will need to let the Graduate School know you are planning to submit and the RDCom10 form should also be submitted electronically.

If I am approaching a milestone in my research can I still submit or progress?

Students can still submit milestone documentation to their departments in the usual fashion. Measures are also in place should you need more time to complete doctoral milestones.

Please note that formal extensions requests are not required for an extension to a doctoral milestone of less than one month. If, for example, your RDCom2 (project confirmation) is due on 1 April but you are confident you can submit it by 1 May, you only need to inform your supervisors and the Research Degrees Convenor for your department of the likely delay.

You may also ask that mitigating circumstances are taken into consideration if the documentation you have submitted for a doctoral milestone has been affected by the Covid-19 outbreak (for example, you have been unable to access some scholarly literature relevant to your submission).

Interviews can be conducted online via Zoom, Skype or similar, for example for the RDCom3 upgrade. Supporting documentation can be submitted as normal.

What will happen to supervision during this period?

Supervisions should continue as normal but must be conducted remotely by telephone, Zoom or similar. Supervision records should continue to be kept via the Attendance Monitoring System (SEAtS).

I have been affected by the COVID-19 outbreak personally. What should I do?

If you have fallen ill or have been affected by the Coronavirus outbreak in a way that will have an impact on you academically (for example, because of caring and/or parenting responsibilities), then please follow the general university guidance:

<https://www.roehampton.ac.uk/coronavirus/>.

When you are in a position to do so, you can submit a mitigating circumstances form alongside the relevant form (for example, an application for an extension - RDCom6). You may self-certify for COVID-19 sickness to avoid risk.

Can the Graduate School be reached during this period?

The Graduate School can still be reached via email graduateschool@roehampton.ac.uk or on +44 2083 923 715/848.

We are aiming to conduct business as usual remotely however please do allow more time for a response as we provide our services remotely.

What is the guidance and support available for students that are staying in university accommodation?

For information on accommodation please see the university advice <https://www.roehampton.ac.uk/coronavirus/>

I have further questions on the closure and COVID-19

For government advice on COVID-19 please see <https://www.gov.uk/coronavirus>