RESEARCH DEGREES HANDBOOK

Contents

INTRODUCTION 5

GOVERNANCE OF RESEARCH DEGREES 5

Roles 5

Dean of School 5

Dean of Research and Doctoral Study 5

Deputy-Vice Chancellor (Commercial) 5

University Committees Responsible for Research Students Research Degrees Committee 5

Research Student Representation 6

School Research Student Review Board (RSRB) 6

The Graduate School 6

Student Queries and Support 8

Support Services 8

Appeals & Complaints 8

REGISTRATION 9

Induction 9

Supervisory Team 10

Director of Studies 10

Co-Supervisor 10

Attendance Requirements 10

Hours of Study and Employment 11

Minimum and Maximum Periods of Study 12

Expiry of End Date (pre 2019 starters) 14

Expiry of End Date (Post October 2019 starters) 14

DOCTORAL MILESTONES AND PROGRESSION 15

For students registered before October 2019 Project Confirmation (RDCom2) 15

Guidelines on transfer to Writing-Up status: 18
For students registered from October 2019 onwards Project Confirmation (RDCom2) 19
Progression Monitoring and Review 22
Research Ethics and Academic Integrity 23
Ethical Research and Ethics Application 24
CHANGES TO REGISTRATION 25
Interruption of Study (RDCom5) 25
Extensions to the Maximum Period of Study (RDCom6) 27
Students should apply for an extension using the following process: 27
Maximum permitted length of interruptions and extensions 29
Withdrawal (RDCom8) 29
RESEARCH STUDENT DEVELOPMENT & TRAINING 30
Facilities Study Space 30
Research Student Development Fund 31
SUBMISSION OF THESIS AND FINAL EXAMINATION 31
Thesis Presentation Guidance 32
Order of Thesis 32
Submission of Thesis 33
Examination 34
Corrections and Resubmissions 34
Award of the Degree and Conferment 35
Publication of your Final Thesis online: Copyright Guidance 35
Graduation 36
Appendix 1: FORMS & TIMEFRAMES 36
Appendix 2: STAFF ROLES & RESPONSIBILITIES FOR RESEARCH STUDENTS 37
Appendix 3: APPLICATION PROCESS 42
Appendix 4: SUPERVISION MONITORING POLICY 44
Appendix 5: FAMILY LEAVE POLICY 47
Appendix 6: Student Visa further guidance and important links 49
Appendix 7: UKRI-funded Research Student Leave Policy 51

Research Degrees Handbook 2026-27

For any queries related to this Handbook and its contents, please contact the Graduate School office at graduateschool@roehampton.ac.uk.

INTRODUCTION

This handbook sets out the University's standard policies and procedures relating to research degree programmes for currently registered students and current supervisors and should be read in conjunction with the Research Degree Regulations. Academic Schools may stipulate additional requirements for their research students in School handbooks and other documentation. The Graduate School pages on the University of Roehampton website and Graduate School Moodle site are also useful sources of information.

Students funded by UKRI Training Grants are subject to additional terms and conditions set by UKRI. These are implemented through University policies and Graduate School processes. Where relevant, UKRI-funded students should consult the Graduate School for guidance on how UKRI rules apply to their individual circumstances, particularly regarding funding, leave, extensions and reporting requirements.

GOVERNANCE OF RESEARCH DEGREES

A series of academic staff has responsibility for research degree programmes and research student matters*. Further details are given in Appendix 2.*

Roles

Research Programme Leader (RPL)

Each academic School has a Research Programme Leader whose role is to co- ordinate the arrangements for research students on behalf of the Dean of School.

The Research Programme Leader is usually a qualified Director of Studies (DoS) with substantial experience of research student supervision. They chair the school Research Student Review Board and take responsibility for items relating to research degree programmes at the School Committee. They also represent the school on the Research Degrees Committee. Among other responsibilities, they will ensure that research students participate in appropriate research development activities and encourage and support the integration of research students into the research environment of the school and the University.

Dean of School

The Dean of School has overall responsibility for the welfare and academic progress of research students in their academic school and for ensuring that the school complies with University's rules, policies and codes of practice that relate to postgraduate research.

Dean of Research and Doctoral Study

The Dean of Research and Doctoral Study acts as Chair of RDCom. They oversee the development and implementation of the rules, policies and codes of practice that relate to research degrees and research students, and of the Research Student Development Programme, as well as acting as advocate for the postgraduate research student body on university committees and other groups.

Deputy-Vice Chancellor (Commercial)

General oversight of Research and Knowledge Exchange at the University, including Doctoral Degrees, sits with the Deputy-Vice Chancellor (Commercial).

University Committees Responsible for Research Students

Research Degrees Committee
The Research Degrees Committee (RDCom) is the University-level committee which deals with research student matters, making recommendations to Senate on research degree policies and procedures, and confirming awards for and monitoring the progression of research students. In addition, RDCom is the committee which works with academic schools to support and enhance the research student experience. The committee meets three times a year. Research students are represented on RDCom by a student representative who works with student representatives at School level. They are nominated by the Dean of Research and Doctoral Study who will normally call for volunteers and arrange for election among research students on an annual basis.

Research Student Representation
In addition to RDCom, there are positions for research student representatives, on a range of university and schools' committees. Nominations are made by the Roehampton Student Union President, and interested students should make contact with them. The committees concerned include Student Senate, Senate, Research and Knowledge Exchange Committee, Ethics and Research Integrity Committee, and Library and Learning Services Committee. There is also a dedicated Student Union representative who sits on academic programme boards and can bring issues to university-level academic committees. Please contact the Graduate School or Student Union for contact information.

School Research Student Review Board (RSRB)
Each school has an RSRB, chaired by the Research Programme Leader. The Board meets four times a year in coordination with the timings of RDCom to approve research student matters delegated to the school and to make recommendations to RDCom.

The Graduate School
The Graduate School provides a central University focus for the research student community, overseeing the research student experience and supporting the training and development of both research students and research supervisors. The Graduate School supports the critical academic work of Schools in providing both supervision and the wider research context. The Graduate School is supported by the schools in providing vital information in relation to student engagement and in monitoring academic progression through key doctoral milestones. It has responsibility for quality assurance on research student programmes, scrutinising and reviewing research student policies and procedures, and confirming academic awards and outcomes. In its student-facing work, it acts as a one-stop shop to support and signpost research students from enquiry to completion. As a key part of this role, it has responsibility for data control, flow and management in relation to research students. Through induction, research student conferences and other events, social and academic, the Graduate School works to make research students feel part of the University.

The team in the Graduate School supports the examination process, as well as acting as co-ordinators for other queries related to central administration for research degrees and research student matters.

The Graduate School team consists of the Graduate School Manager and the Graduate School Administrator.

The Graduate School is located in Grove House.
Please contact the Graduate School on Graduateschool@roehampton.ac.uk

Student Queries and Support
Students should normally raise academic queries and concerns first with their supervisors, with the DoS having overall responsibility. Beyond the supervisory team, matters should normally next be raised with the school Research Programme Leader, then the Dean of School and finally with the Dean of Research and Doctoral Study.

Non-academic queries should be directed to Nest in the first instance https://roehamptonprod.sharepoint.com/sites/portal/nest/Pages/default.aspx#
Through the 'Get help with an issue' button, students can raise a job on the service desk for any issues to do with finance, accommodation, graduation, on campus issues and many other schools. The university now processes most of the queries students may have via nest.

If your query is directly related to your research degree (you need to complete an RDCom form for example, or you have a question related to your viva) then please contact the Graduate School directly.

Support Services
We have a range of specialist support designed specifically to meet your needs, ranging from your mental health and wellbeing or disability needs to your academic and career preparedness needs. We particularly encourage students with disabilities, including our offer-holders, to approach our disabilities and dyslexia team as soon as possible to discuss your needs and any adjustments that may be necessary to support you. Further details of our full range of student support services will give at your induction and can also be found here. Students with disabilities in receipt of funding from UK Research and Innovation (UKRI) are entitled to a UKRI-funded Disabled Students Allowance (DSA). Further details can be found here and through our Disabilities and Dyslexia team. Students can also seek independent advice on their rights to support from the Equality Advisory Support Service.

Appeals & Complaints
The University welcomes feedback from its students and there are a number of ways you can tell us about your experience. We also recognise that there may be times when you are dissatisfied with your experience and may feel that it is necessary to raise this formally. The procedure to follow will depend on the nature of the concern and the range of options available to you is set out in our complaint's procedure linked below.
No student will be disadvantaged by submitting a complaint or raising a concern and we will work constructively with you to address any issues you have raised.
Students are encouraged to address concerns informally and with the individuals responsible for the service being provided. This may include through established feedback channels such as Student Reps. The following individuals can also be contacted about the informal resolution of a complaint:

A research programme leader

- A research degree supervisor
- A school's Academic Services Manager
- A Head of College
- The head of the service being complained about
- Roehampton Students' Union

The best way to speak to the individuals listed above is by making an appointment or via email. To get in contact with these individuals, you can speak to your school's Academic Services Office, the College Team, the Wellbeing Team or you can consult the University's staff directory.

Students should raise a complaint as soon as possible and normally within three months of the issue arising. Students should expect to receive a response to their initial (Stage 1) complaint either verbally or in writing, although this may not be from the individual that they initially contacted. Students who are seeking to raise a concern about any aspect of their experience at university can access the following sources of support and guidance: If you would like independent advice about raising a concern or complaint, you can contact Roehampton Students' Union.

All students can contact the University Wellbeing Service for confidential support. Contact details and further information about the Wellbeing Team can be found on the Student Portal here and the University website here.
Students can also contact the Student Casework Team at studentcomplaints@roehampton.ac.uk for advice on how to submit a complaint.

Other information about support is available on the Student Portal here and the University website here.

Full details of the University's complaints policy can be found here: https://www.roehampton.ac.uk/current-students/complaints/

REGISTRATION

Enrolment

Students enrol when first registering with the University, in advance of their start date on either the 1 October or 1 January and will then re-enrol on 1 October or 1 January depending on when they started in each subsequent academic year. Students will also be required to re-enrol on returning from an approved interruption of study. Tuition fees are payable at enrolment. See https://www.roehampton.ac.uk/graduate- school/fees-and-funding/. Fees may rise each year and terms and conditions apply. Finance regulations can be found here.

Students must complete re-enrolment within one month of the start of the academic year. Students may be allowed additional time to re-enrol following consultation with, and written permission from, the Graduate School. If a student is not eligible for additional time to re- enrol and/or has not made contact with the University following a final warning email, then their registration on the programme may be terminated.

Where the supervisory team comprises staff from more than one academic School, the student will be registered for administrative purposes in one School, normally that of their Director of Studies.

Induction

All new research students must attend the Graduate School Induction, shortly after registration in October or January (Separate inductions are provided for students on professional doctoral programmes, organised by programme convenors.) Induction will provide an introduction to being a research student; working with supervisors; the doctoral process and the academic milestones involved; Doctoral Training opportunities; key personnel and the range of support services and facilities available in the university for research students. Induction is compulsory for all new students.

Each School will provide induction for new research students, including an introduction to School personnel, support structures and facilities.
Student Visa: Please note that you will be asked to bring the documents that were

used on your CAS application. These will be checked by our Immigration team on the day of your Induction. If you are unable to attend the compulsory induction, then you must schedule another meeting with the immigration team that week. Immigration can be reached at immigration@roehampton.ac.uk. Further information can be found here

Supervisory Team
A student's supervisory team is usually made up of a Director of Studies and one Co-Supervisor. Exceptionally a further Co-Supervisor may be permitted. The team is initially appointed when an offer of admission onto a research degree programme is made to the student.

Director of Studies
A student's Director of Studies (DoS) is responsible for the overall direction and development of the student's programme of research.

Co-Supervisor
The Co-Supervisor brings appropriate, additional expertise and meets with the student and Director of Studies when supervisory sessions are arranged.
Exceptionally the Dean of School may seek approval from the Research Degrees Committee to appoint a co-Supervisor from outside the University in order to bring additional expertise to the supervisory team or in order to address the needs of a funded project.

More detail regarding appointments to the Supervisory team is given in Appendix 2.

Research students should expect to have their first supervision meeting with their new supervisory team within a month of beginning their new doctoral programme.

Attendance Requirements
Every student is expected to participate fully in the research culture of their School and the University. This includes attending:
all scheduled supervisory sessions (a minimum of 6-8 supervisions per year for full-time students and 4-6 per year for part-time students, including a minimum of 1 with the whole supervisory team). Supervisions are counted when they involve one or more supervisors and the student at the same time, in person, or by conference call, Teams etc Other means of communication, such as email, do not contribute to the minimum of supervisions required; **Research students on study visas are required to have** twelve engagement points per academic year, comprised of 8 supervisions per year normally in person; a minimum of 3 Doctoral Training in-person sessions per year; attend their induction and RDCom3 progression review on campus and any lectures, seminars, laboratories, workshops, conferences and other events, identified as necessary by the supervisory team;

- Meetings of any research centre or group to which the student belongs;
- Meetings integral to the progression through doctoral milestones;
- The oral examination following the final submission of the thesis or portfolio.

Every student is required to keep in regular contact with their supervisory

team and is required to attend all scheduled supervisory sessions. It is particularly important that students on study visas have regular supervisions with their supervisory team and that there are no lengthy, unexplained periods without meetings. The Graduate School will contact supervisory teams where students on study visas have not had a supervision or other engagement point for thirty days. Students on study visas who have had no engagement point for sixty days without a clear reason (e.g. ill health or other significant mitigating circumstance) may be referred to the University's immigration. The immigration team may withdraw sponsorship of a student's visa and terminate the student's studies if no or inadequate evidence is given for the student's lack of engagement for 60 days or longer. If for good reason a student is unable to attend a scheduled session, they must notify the members of the supervisory team in writing as far in advance as possible. Failure to produce required work should not be accepted by supervisors as a reason for non-attendance.

Student Visa: The University holds the status of Student Visa Sponsor, as such, is obliged to monitor and report on the status of any of its research students who hold a Tier 4/Student Visa. Research students are expected to be physically present at the University for the duration of their studies. Students should advise the Immigration Team and the Graduate School if their visa status changes (e.g. they move to a spousal or work visa.)

A Supervision Record should be completed on the attendance monitoring system (SEAts) for each supervisory session. Guidance on what information should be recorded on SEAts can be found in Appendix 4. This is especially important for international students on study visas, **but university policy (see Appendix 4) requires a supervisory record for all students.** The University is required by law to monitor the attendance of students who require a visa in order to study in the UK. Students on a study visa and their supervisors should refer to Appendix 4.
A record of discussions and actions relating to the development of the research project should be kept by the supervisory team and research student.

UKRI-funded students should note that additional expectations apply regarding engagement and paid work limits; please seek advice from the Graduate School.

Hours of Study and Employment

All full-time research degree students are expected to commit to an average of a minimum of 40 hours of study per week for 40 weeks per academic year. A full-time funded student may undertake paid employment of their choosing on a part-time basis of up to a maximum of 6 hours a week, in accordance with UKRI
guidance. Students in receipt of full bursary funding from the University will be required to work within the University for an average of no more than 6 hours a week for up to 40 weeks per academic year providing teaching (including preparation time) or other assistance for their School. These students should not normally undertake any further paid work, within or outside the University.

Part time research degree students are expected to commit to an average of between 20 and 30 hours of study per week for 40 weeks per academic year. A part-time student may undertake paid employment which does not conflict with this requirement.
Academic Schools should monitor work being carried out on their behalf by students in receipt of a full bursary. Supervisory teams should advise students who may need to change their mode of study in order to ensure that they are free to work in line with university guidelines.

If you are on a study Visa, please visit our Immigration pages for information on study and employment hours.

UKRI-funded students should note that additional expectations apply regarding engagement and paid work limits; please seek advice from the Graduate School.

Minimum and Maximum Periods of Study
The minimum and maximum periods of study for programmes leading to the degrees of Master of Philosophy and Doctor of Philosophy, including the PhD on the basis of published
works, are as set out in Section 9 of the Research Degrees Regulations:

Programme	**Full-time**		**Part-time**	
	Minimum	**Maximum**	**Minimum**	**Maximum**
MPhil (*only*)	21 months	36 months	33 months	48 months
PhD	33 months	48 months	45 months	84 months
PhD (registered October 2019 onwards)	33 months	48 months	45 months	72 months
PhD (Professional) Education	36 months	48 months	48 months	84 months
DTh in Practical Theology (research element only)	21 months	36 months	33 months	60 months
PsychD Counselling Psychology (whole programme)	36 months	36 months	48 months	72 months
Research element only	24 months	24 months	36 months	48 months
Doctor of Business Administration (DBA)	24 months	24 months	48 months	48 months
Doctor of Education (EdD)	24 months	36 months	N/A	N/A

Students must complete the minimum period of study before they may submit the final thesis or portfolio for examination. A student who is granted credit transfer in respect of part of the taught element of a Professional Doctorate will be granted exemption from the corresponding part of the minimum period of study. Not all Professional Doctorates make provision for credit transfer in this way (see the academic regulations for the relevant programme).

Students must submit the final thesis or portfolio for examination within the maximum period of study; otherwise, their registration on the programme may be terminated. Extensions to the maximum period of study should be made well in advance (see Section 4). **Students who are funded by UK Research and Innovation (UKRI) research councils (e.g. AHRC/TECHNE; ESRC/SENSS) are required to submit their thesis by the end of their period of funding**. For these students, your expected submission deadline will be stipulated in your offer letter.

Expiry of End Date (pre 2019 starters)

If a student's end date has been reached and the thesis has not yet been submitted then an extension should be applied for, otherwise the student's status will be automatically changed to programme suspended immediately following their end date expiry. If a student subsequently submits an application (RDCom6) to extend their registration, then they will be made registered – see Section 4. If a student has not submitted an application to extend their registration within one month of their end date expiry, then their registration on the programme may be terminated.
In circumstances where a student's registration on the programme has been cancelled for the reasons outlined above, the decision may be reversed, and they may be allowed to return to their studies:

- If it has been less than three months since the student's registration was cancelled, then the decision may be reversed by the Graduate School.
- If it has been more than three months since the student's registration was cancelled, then the student may be required to request permission from the Research Degrees Committee via their School Research Student Review Board, to return.
- If a considerable amount of time has lapsed without contact, then the student may be required to reapply via the admissions process.

Expiry of End Date (Post October 2019 starters)

Post-October 2019 starters that reach their registration end date will have been through a completion review. This will have affected only their fee-status in the final year of registration. Successfully passing completion review does not adjust the students' registration end date. If a post-October 2019 starter will not be able to submit by the end of their maximum period of registration, they must submit an application (RDCom6) to extend their end date.

Post 2024 starters will be required to pay for their completion fee.

If a student has not submitted an application to extend their registration within one month of their end date expiry, then their registration on the programme may be terminated.

In circumstances where a student's registration on the programme has been cancelled for the reasons outlined above, the decision may be reversed, and they may be allowed to return to their studies:

- If it has been less than three months since the student's registration was cancelled, then the decision may be reversed by the Graduate School.
- If it has been more than three months since the student's registration was cancelled, then the student may be required to request permission from the Research Degrees Committee via their School Research Student Review Board, to return.
- If a considerable amount of time has lapsed without contact, then the student may be required to reapply via the admissions process.

DOCTORAL MILESTONES AND PROGRESSION

All student applications to school Research Student Review Boards should be progressed within one month from the point of submission to the School Office.

There are two formal doctoral milestones for current doctoral students on the MPhil/PhD or Professional Doctorate programmes. For students registering from October 2019 onwards, there are three formal doctoral milestones. Candidates for the PhD by Published Works or who transferred directly onto the PhD programme and completed equivalent milestones elsewhere, are not required to undergo these processes. Training sessions are offered at both School level and by the Graduate School/Research Office to support you throughout your doctoral journey. Training requirements should be discussed regularly with your supervisory team to ensure that your development needs are met at each stage of your studies. Graduate School/Research Office training sessions can be accessed via the Graduate School Moodle site.

For students registered before October 2019

Project Confirmation (RDCom2)

Students work on their project confirmation application with their supervisors from the start of their registration. This is the process of detailed planning and development of the proposed research project, both theoretically and practically (see Section 12 of the Research Degree Regulations). The purpose of the project confirmation process is to ensure that each student identifies in detail at an early stage in the programme of study an adequate project of research with the potential to satisfy the requirements for the intended award within the normal period of study, and an appropriate plan to carry it out. Other considerations at this stage include ensuring that appropriate supervisory arrangements are in place, clarifying the nature of any performance- or practice-based research that is intended to form part of the final submission and the format in which it will be submitted, and proposing any case for a final submission in a language other than English.

Students must apply (using form RDCom2) for project confirmation within not more than 9 months of full-time study, or 12 months of part-time study and must achieve project confirmation before undertaking any significant research. Applications for project confirmation are considered by the Research Student Review Board in the student's academic School against the following criteria:

- The intended contribution of the research and the extent of the student's knowledge of the area and of the context for the proposed research;
- The suitability of the proposed techniques of academic enquiry and the feasibility and adequacy of the plans to carry them out;
- The evidence that the student is engaging in scholarship at the required level and is able to present their work in an appropriate form;
- The realistic expectation that the project can be supported appropriately and completed within the normal period of study.

A student may ask the members the Research Student Review Board to consider any circumstances which may have affected their performance since initial registration, under the provisions of the board to review any reasonable adjustments which have been made and to take further action if appropriate.

The Research Student Review Board may confirm the project; confirm the project subject to ethical approval, or turn down the application, and if the project is not confirmed, will provide feedback. If a student does not achieve project confirmation on the first attempt, they will be given one further opportunity to submit a revised application within three months. If a student does not achieve project confirmation after two attempts, or does not submit an application within the deadline, their registration on the programme will be terminated.

Upgrade/progression (RDCom3)

Students who are registered for the degree of Master of Philosophy and who wish to transfer to the degree of Doctor of Philosophy, or those registered on some Professional Doctorate programmes, must successfully complete the upgrade/progression process (see Section 13 of the Research Degree Regulations). It is the responsibility of the Director of Studies, in consultation with the Co- Supervisor(s), to advise students when they have reached the appropriate stage to submit an application. However, full-time students should normally apply halfway through their second year of study, and part-time students halfway through their third year of study. The upgrade, if approved, is backdated to the date of the student's initial registration on the programme.

The purpose of the upgrade process for MPhil/PhD students is to determine whether a student who has registered initially for the degree of Master of Philosophy should be permitted to undertake further study with the aim of submitting work for a doctoral degree. Applications are considered against the following criteria:

- Evidence from the work which has been undertaken and the plan of work which remains to be done that the project has the potential to meet requirements for the final submission for the degree of Doctor of Philosophy, or Professional Doctorate, including the intended contribution of the research and its scope for originality.

- Evidence demonstrating the student's ability to sustain work and scholarly writing at doctoral level and the suitability of any adjustments made to the project, including steps taken to address any problems which have been encountered.

- Evidence that the plan of work which remains to be done can realistically be achieved within the normal period of study;

- the suitability of the plan for the format of the final submission.

The student's application (using form RDCom3) must include supporting evidence, as follows:

- a significant piece of scholarly work produced by the student, such as a draft chapter for the final submission of approximately 10000 words in length, or in the case of a student who is undertaking performance- or practice-based research a combined submission of scholarly writing and creative work in the ratio which has been agreed at the point of project confirmation;

- a written account of work that has been undertaken and a plan of work that remains to be done, including a plan for the format of the final submission (2000 words).

The Research Student Review Board in the student's academic School will convene an upgrade panel, comprising two independent assessors who are not members of the student's supervisory team to consider the application. The upgrade panel will interview the student as part of the decision-making process before making its recommendation to the Research Student Review Board. With the student's approval, supervisors are permitted to attend the upgrade interview but not to actively participate in it.

The Research Student Review Board may approve the upgrade without conditions or turn down the application, and if the upgrade is not approved, will provide feedback. If a student does not achieve the upgrade on the first attempt, they will be given one further opportunity to submit a revised application within three months. If a student does not achieve the upgrade after two attempts or does not submit an application within the deadline they will remain registered for the degree of Master of Philosophy.

A student may ask the members of the upgrade panel and the Research Student Review Board to consider any circumstances which may have affected their performance since initial registration, under the provisions of the Mitigating Circumstances Policy. If the student has a disability or impairment, they may ask the Research Student Review Board to review any reasonable adjustments which have been made and to take further action if appropriate.

A student who has achieved the upgrade may transfer back to the degree of Master of Philosophy (RDCom3a) at any time up to the date of entry for the final examination, in which case the Research Degrees Committee will clarify the period of study and any deadlines or other conditions that apply.

Students on Professional Doctoral Programmes are advised to consult their programme regulations and/or with their programme convenors for details of the RDCom3 as it operated on their programme.

Transfer to Writing-up Status (RDCom9)

When PhD students are in the final stages of their programme and completing their thesis, they may apply to transfer to writing-up status for a period of up to one year, when they will not be required to pay tuition fees.
Students on writing up status are still fully registered students with full access to supervision and university and school resources.
Students wishing to transfer to writing-up status must:

- Have the support of their supervisors and the approval of their Dean of School;
- Not have an outstanding formal warning under the Cause for Concern Procedure;
- Have successfully completed at least three years full-time study, or four years part-time study;
- Have successfully upgraded to doctoral status;
- Not have any outstanding tuition fees to pay.

Students who have transferred their registration from another institution to Roehampton can apply to transfer to writing-up status if they have completed in total the registration period normally required to qualify for writing-up status and have been registered with the University of Roehampton for at least one year full-time or 1.5 years part-time.

Students on writing-up status are expected to submit within the maximum period of registration (see above). If an extension to the maximum period of registration is required, the student will be returned to normal registration status and will be required to pay fees at the relevant full- or part-time rate for any additional periods of study. Sponsorship and other financial support arrangements may be reviewed in the case of an extension to the maximum period of registration.

Students wishing to transfer to writing-up status must submit an *Application for Transfer to Writing-up Status* (form RDCom9) to the Graduate School, copying in the School Research Programme Leader. If agreed, the transfer will normally be effective from the first day of the next month following approval. It is recommended that students seek advice (from their sponsor) on any implications for their funding or leave to remain in the UK before applying for a transfer.

Guidelines on transfer to Writing-Up status:

PhD Programmes

FT students who are registered for the PhD award may apply for writing up status to cover **12 months'** registration on the following conditions:

- Successful transition through RDCom3
- No record of cause for concern

- No outstanding debts
- Completion of 3 years full time study

PT students who are registered for the PhD award and who enrolled on the programme **before 1st October 2016** may apply for writing up status to cover **12 months'** registration on the following conditions:

- Successful transition through RDCom3
- No record of cause for concern
- No outstanding debts
- Completion of **4 years'** part time study

PT students who are registered for the PhD award and who enrolled on the programme after 1st October 2016 may apply for writing up status to cover **12 months'** registration on the following conditions:

- Successful transition through RDCom3
- No record of cause for concern
- No outstanding debts
- Completion of **5 years'** part-time study Professional Doctorate Programmes

Students on Professional Doctorate Programmes are advised to consult the regulations for their specific programmes regarding eligibility for writing-up status.

For students registered from October 2019 onwards

Project Confirmation (RDCom2)

Students work on their project confirmation application with their supervisors from the start of their registration. This is the process of detailed planning and development of the proposed research project, both theoretically and practically (see Section 12 of the Research Degree Regulations). The purpose of the project confirmation process is to ensure that each student identifies in detail at an early stage in the programme of study an adequate project of research with the potential to satisfy the requirements for the intended award within the normal period of study, and an appropriate plan to carry it out. Other considerations at this stage include ensuring that appropriate supervisory arrangements are in place, clarifying the nature of any performance- or practice-based research that is intended to form part of the final submission and the format in which it will be submitted, and proposing any case for a final submission in a language other than English.

Students must apply (using form RDCom2) for project confirmation within 6months of initial registration, or 9 months if part-time and must achieve project confirmation before undertaking any significant research. Applications for project confirmation are considered by the Research Student Review Board in the student's academic School against the following criteria:
the intended contribution of the research and the extent of the student's knowledge of the area and of the context for the proposed research;

- The suitability of the proposed techniques of academic enquiry and the feasibility and adequacy of the plans to carry them out;
- The evidence that the student is engaging in scholarship at the required level and is able to present their work in an appropriate form;
- The realistic expectation that the project can be supported appropriately and

completed within the normal period of study.

A student may ask the members of the Research Student Review Board to consider any circumstances which may have affected their performance since initial registration, under the provisions of the Mitigating Circumstances Policy. If the student has a disability or impairment, they may ask the Research Student Review Board to review any reasonable adjustments which have been made and to take further action if appropriate.

The Research Student Review Board may confirm the project; confirm the project subject to ethical approval, or turn down the application, and if the project is not confirmed, will provide feedback. If a student does not achieve project confirmation on the first attempt, they will be given one further opportunity to submit a revised application within three months. If a student does not achieve project confirmation after two attempts, or does not submit an application within the deadline, their registration on the programme will be terminated.

Progression Review (RDCom3)

The purpose of the progression review process for research students is to determine whether the student is ready to proceed to the submission of a doctoral thesis. Full- time students should submit their progression review documentation no later than 18 months from initial registration, and part-time students 30 months from initial registration. Applications are considered against the following criteria:

- Evidence from the work which has been undertaken and the plan of work which remains to be done that the project has the potential to meet the requirements for the final submission for the degree of Doctor of Philosophy, or Professional Doctorate, including the intended contribution of the research and its scope for originality;
- Evidence demonstrating the student's ability to sustain work and scholarly writing at doctoral level;
- The adequacy of progress to date with the programme of work and the suitability of any adjustments made to the project, including steps taken to address any problems which have been encountered;
- Evidence that the plan of work which remains to be done can realistically be achieved within the normal period of study;
- The suitability of the plan for the format of the final submission.

The student's application (using the Progression Review form) must include supporting evidence, as follows:

- A significant piece of scholarly work produced by the student, such as a draft chapter for the final submission of approximately 8000 words in length, or in the case of a student who is undertaking performance- or practice-based research a combined submission of scholarly writing and creative work in the ratio which has been agreed at the point of project confirmation;
- A written account of work that has been undertaken and a plan of work that remains to be done, including a plan for the format of the final submission (2000 words).

The Research Student Review Board in the student's School will convene a progression review panel, comprising two independent assessors who are not

members of the student's supervisory team to consider the application. The progression review panel will interview the student as part of the decision-making process before making its recommendation to the Research Student Review Board. With the student's approval, supervisors are permitted to attend the progression review interview but not to actively participate in it.

The Research Student Review Board may approve the progression review without conditions or turn down the application, and if the progression review is not approved, will provide feedback. If a student does not achieve the progression review on the first attempt, they will be given one further opportunity to submit a revised application within three months. If a student does not achieve the progression review after two attempts or does not submit an application within the deadline they may be recommended to be registered for the degree of Master of Philosophy or programme terminated.

A student may ask the members of the progression review panel and the Research Student Review Board to consider any circumstances which may have affected their performance since initial registration, under the provisions of the Mitigating Circumstances Policy. If the student has a disability or impairment, they may ask the Research Student Review Board to review any reasonable adjustments which have been made and to take further action if appropriate.

Students on professional doctoral programmes are advised to consult their programme regulations and/or with their programme convenors for details of the RDCom3 as it operates on their programme.

Completion Review (RDCom11)

Completion status is a 12-month period during which the student is expected to complete their programme of study. Students under completion status will not be expected to pay fees if registered before October 2024 or will pay a reduced 'completion fee' if registered after October 2024.
Research students who submit their doctoral thesis within three years of full-time study, or five years of part-time study, will be moved to 'completion status' at the end of their third year (or fifth if part time). Research students under completion status will continue to receive supervision and have access to university resources.

Research students who have not submitted their doctoral thesis within three years of initial registration or within five years in the case of part-time students must undergo completion review. Students submitting a completion review do not need to complete an annual progress review.

The student's Research Student Review Board will assess the student's readiness to complete their studies within their normal period of registration on the basis of:

- A 'completion plan' consisting of a written account of no more than 2000 words of the work that has been undertaken and plan for successful completion within their period of registration
- A report from the supervisory team evaluating the feasibility of the student's completion plan
- The Research Student Review Board will recommend either:

To approve the completion plan, in which case the student will be moved to 'completion

status'
Not to approve the plan, in which case the student's fee status will remain unchanged. If the Research Student Review Board decides to recommend the plan, the form will be passed on to the Graduate School for a final decision on approval, if approved the student will be moved to completion status.

If the Research Student Review Board decides not to recommend approval the plan or the Graduate School does not grant final approval to an approval recommendation from the RSRB, the student will remain under their normal period of registration and fee status.
Any research student who exceeds their normal period of registration or does not complete within the period of 'completion status' will need to apply for an extension to their registration as detailed in Section 9 of the academic regulations.

Where serious mitigating circumstances have prevented a student and team from submitting the RDCom11 to the appropriate RSRB this must be evidenced through a mitigating circumstance form with the application and should be reviewed by chair's action at the earliest opportunity. Students who suffer very serious mitigating circumstances in their third year which will seriously delay submission of the RDCom11 (i.e. more than one month later than the RSRB deadline) should be addressed through the normal intervention of interruption of studies which will in turn adjust the student's timeline accordingly.

Progression Monitoring and Review
Formal monitoring of student progress on research degree programmes and the research component of Professional Doctorate programmes is undertaken during May and June each year and is recorded on the Annual Progress Report form. The Report should be discussed and completed at a meeting of the student and the full supervisory team. The weighting of supervisory responsibility for the next academic year is agreed at this meeting and specified on the report form. Students and the members of the supervisory team are collectively responsible for the timely completion and return of their respective sections of the Report. The Director of Studies is responsible for ensuring that all sections of the Report are returned to the school office for the Research Programme Leader by the deadline. A student who does not contribute fully and on time may be sent a formal warning under the Cause for Concern procedure.

Annual Progress Reports are considered by the School Research Student Review Board if there is Cause for Concern, and the Research Programme Leader submits a general summary on the reports considered in the school to the first meeting of the Research Degrees Committee of the academic year.

Serious concerns about student progress at the time of the Annual Progress Report, **or at any other time of year**, should be reported formally by the supervisory team if appropriate through the Cause for Concern procedure.
Cause for Concern Procedure

The supervisors and/or the Research Programme Leader, should draw attention to a student's unsatisfactory progress at the time of submitting the Annual Progress Report, or at any other time of the year by initiating the Cause for Concern Procedure. (see Section

15 of the Research Degree Regulations for students registered before October 2019 and see section 17 of the Research Degree Regulations for students registered from October 2019).

The student is sent up to two formal warnings and meets with the appropriate Research Programme Leader to discuss their progress. Students who fail to maintain satisfactory progress after due warning will have their registration at the University terminated. It is therefore very important that students keep their supervisors informed at all times about any factors that may have an adverse effect on their attendance, academic progress or productivity.

Research Ethics and Academic Integrity

Research ethics and integrity are critical to the reliability and advancement of academic knowledge. The university has resources in place to support students in developing their skills as researchers and maintaining good academic standards in their research and writing. These include training and resources offered by the library and those offered through the Research Student Development Programme. Supervisors are expected to guide and support research students in maintaining good academic standards.
The university is a signatory to the Concordat to Support Research Integrity and is committed to its principles:

- Maintaining the highest standards of rigour and integrity in all aspects of research;
- Ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards;
- Supporting a research environment that is underpinned by a culture of integrity and based on good governance, best practice and support for the development of researchers;
- Using transparent, robust and fair processes to deal with allegations of research misconduct should they arise;
- Working together to strengthen the integrity of research and to review process regularly and openly.

Whether or not doctoral research requires formal ethical approval, the university expects doctoral researchers to abide by the terms of the Concordat to Support Research Integrity and its academic integrity statement, outlined below:

"Academic integrity and honesty are fundamental to the academic work you produce at the University of Roehampton. You are expected to complete coursework which is your own and which is referenced appropriately. The university has in place measures to detect academic dishonesty in all its forms. If you are found to be cheating or attempting to gain an unfair advantage over other students in any way, this is considered academic misconduct, and you will be penalised accordingly."

The University Code of Good Research Practice and Research Integrity, which sets out the policies, guidance and procedures which govern the practice of research at Roehampton, applies to all researchers, including research students. Researchers are expected to be familiar with the Code and to adhere to it:

https://www.roehampton.ac.uk/research/ethics/

Students are required to confirm that work they are submitting is their own and to acknowledge appropriately the work of other researchers, whether this work is

presented to fulfil doctoral milestones, or constitutes part or all of the final submission for the award of the doctorate. In addition to completing the RDCom10 (Candidate's Declaration Form), students will also need to submit their thesis via the Turnitin Dropbox on the Graduate School Moodle site and download the originality report to include with their RDCom10.

This is to ensure they have referenced all sources and quotations within their thesis appropriately. The originality report will also be made available to the examiners. If students return a similarity percentage of higher than 20%, they should work with supervisors to address any issues raised by the report before submitting the thesis. The university also expects that research students will maintain principles of academic integrity and honesty when presenting or disseminating their research, either at internal or external events or through publication.

The work of doctoral researchers is also covered by the university's Intellectual Property Policy. Students and supervisors have a responsibility to inform themselves of the university's intellectual property policy and to respect the intellectual property rights of academic collaborators. Academic Misconduct is defined by the university in the Student Code of Conduct. Cases of suspected academic misconduct, whether plagiarism, cheating, collusion (unauthorised cooperation), falsification, contract cheating, inappropriate use of artificial intelligence or otherwise, will be investigated under the terms of the university's Student Disciplinary Regulations. In the severest cases, students may be expelled from the university on the grounds of academic misconduct.

Links to the policies referenced above can be found on the university's regulations, policies and procedures page.
https://www.roehampton.ac.uk/corporate-information/policies/

Ethical Research and Ethics Application

At the time of submission of an application for project confirmation, the student should consider with their supervisory team whether an ethics application is required and if so, submit this simultaneously. If any pilot work requiring ethics approval is to be undertaken prior to submission of the project confirmation form, an ethics application should be submitted for the pilot work prior to being undertaken. Students and their supervisors are responsible for ensuring that project details submitted for project confirmation and ethics approval are consistent. If the project changes in the process of achieving project confirmation or after project confirmation has been achieved, students and their supervisors must consider whether the changes require an amended or further ethics application. Any queries related to ethics requirements should be directed to the school Ethics Advisor, or the University Ethics Officer (ethics@roehampton.ac.uk). Students should also visit the Ethics pages of the University website
https://www.roehampton.ac.uk/Research/Ethics/

CHANGES TO REGISTRATION

Changes in Mode of Study (RDCom4)

Changes between full-time and part-time study may be approved through the following process. Note: the PhD by published works, DTh in Practical Theology PsychD Forensic Psychology and the PsychD Psychotherapy and Counselling can only be followed on a part- time basis. Changes in mode of study, if agreed, take effect from 1 October, 1 January, 1 April or 1 July as appropriate.

The student discusses the proposal with all the members of the supervisory team, providing an outline of their progress to date and a provisional timetable for completion.

The student submits the *Application for Change in Mode of Study* (form RDCom4) to the Graduate School for consideration and approval, ccing the Research Programme Leader .

The Graduate School notifies the student, the Research Programme Leader and members of the supervisory team of the outcome.

To keep in line with UK Visa and Immigration expectations, students should avoid making requests for changes to mode of study in their final year of the normal period of registration.

Interruption of Study (RDCom5)

Interruptions of study may be approved through the following process and, if agreed, take effect for a period of three, six, nine or twelve months starting on 1 October, 1 January, 1 April or 1 July as appropriate. Requests for shorter periods of interruption may be considered. Requests for longer periods of interruption will not normally be considered. Students can only interrupt within their period of registration. Requests for retrospective periods of interruption of more than three months will not normally be approved. Periods of Family Leave are not considered interruptions. Students should consult the Research Student Mitigating Circumstances Policy if they have mitigating circumstances that need to be considered, this is found on the current student page. This contains the full policy and details what constitute as mitigating circumstances. More detail on this process is provided in the Research Student Family Leave Policy (see Appendix 5). Students supported by UK Research and Innovation (UKRI) funding councils have specific funded leave entitlements, including entitlements to funded family and sick leave, and should consult the leave policy in Appendix 7.

During a period of interruption, the student will temporarily leave their programme of study, and their registration will be suspended for the duration of the interruption. Supervision should not be provided during the interruption, and the student should not undertake any work that relates to their research degree.

In advance of submitting a request for interruption, it is important that students who are sponsored financially or have a visa to study in the UK inform themselves about the impact of any changes to their registration status (check offer letter terms & conditions and Appendix 4 below).

The process for requesting interruption of study is as follows: The student discusses the proposal with all the members of the supervisory team, providing the reasons for the request together with an outline of their progress to date and a provisional timetable for completion following the proposed period of interruption.

The student submits the *Application for a Temporary Interruption to Registration* (form RDCom5) to the Graduate School for consideration and approval with appropriate

evidence, copying the Research Programme Leader

The Graduate School notifies the student, the Research Programme Leader and members of the supervisory team of the outcome. During periods of interruption, students are not eligible for academic supervision nor access the facilities of the University.

Possible reasons for requesting an interruption may include:

- Financial
- Medical - the student should provide electronic copies of medical certification and any other relevant documentation to the RDCom5 form. Medical certification will be treated as confidential and will be viewed by the Chair of the Research Degrees Committee only. It does not suffice for medical evidence to have been seen by a Director of Studies or Research Programme Leader. The dates given in the medical certificate should correspond with the period of interruption requested. Non-English medical certificates should be accompanied by a translation (this can be a translation by the student).
- Ill-health of a family member - the student is required to care/look after a family member as a result of their ill-health. A medical certificate for the family member will be required in these circumstances.
- Divorce/marital/domestic issues
- Bereavement, including miscarriage/baby death

Students must submit appropriate documentary evidence to support their interruption request. For an interruption on medical grounds, a medical or doctor's note, or note from an appropriate University service (e.g. wellbeing/disabilities) is required that covers the entire period of interruption requested. Applications on medical grounds without supporting evidence will not normally be approved.

Interruptions will generally not be approved in instances where:

- The student states they will be working on the thesis/collecting data/using university facilities/completing modules during the period of interruption requested
- The interruption requested is excessively retrospective without good cause for the delay in the interruption request.
- The student has already been granted more than one year of interruptions
- The student's request is not supported by their supervisor and/or school, or the school has raised concerns about the viability of the student's research should further interruption be taken. The student's request is made towards the end of their registration end date and it is clear that the student will not be able to complete their degree without requiring an extension to their registration.

The University expects all students to manage minor illnesses, and other short- term absences themselves, and to exercise the ability to plan for such contingencies Periods of interruption (continuous or cumulative) should not normally exceed 12 months in total. This reflects the need for continuity of study at doctoral level. **International students on study visas are typically limited to no more than 60 days of interruption.** The student may be advised to withdraw rather than continue to interrupt consecutively over long periods of time. Re-registration at a later date and exemption from part of the programme of study may be considered on a case-by-case basis

The student must notify the Graduate School by email ahead of their return to study. On

return to study, the student is required to re-enrol. If you do not re-enrol within a period of 1 month you may be recommended for programme termination. If you are receiving stipend payments from an external sponsor or studentship, it is your responsibility to inform the sponsor who will apply their own policy concerning stipend payments during periods of extended sick leave.

Extensions to the Maximum Period of Study (RDCom6)
Extensions beyond normal maximum periods of registration will only be permitted where there is clear evidence of progress, and a suitable timetable to completion. Progress during an extension period will be closely monitored by supervisors and RSRBs.
A student may apply for an extension to their maximum period of study but should note that extensions are only granted in truly exceptional circumstances. Under no circumstances should a student be led to believe that they will automatically be granted an extension.
Extensions are not expected to exceed 12 months in total. Requests for extensions of registration conform to the quarterly structure of the Graduate School year. **Extension requests that are received more than three months before the student's current period of study cannot be considered, as it will not be possible to accurately gauge how long they need if an application is submitted too far in advance.**
Students may also request short extensions which will not change their period of registration, for example where extra time is required for completion of a doctoral milestone as a result of mitigating circumstances, under the terms of the mitigating circumstances policy. This process is done internally by submitting a request directly to the Academic School.

Students should consult the Research Student Mitigating Circumstances Policy if they have mitigating circumstances that need to be considered, this is found on the current student page. This contains the full policy and details what constitute as mitigating circumstances

Extensions require a formal application using the RDCom6 form. Extensions should only be considered in response to unforeseen circumstances that occur that are beyond the control of the student and that adversely affect the student's ability to submit within the expected time limit. There is no guarantee that an extension will be approved, especially if the unforeseen circumstances could have been mitigated at an earlier stage, for example, by applying for an interruption.

Students should apply for an extension using the following process:
The student discusses the proposal with all the members of the supervisory team, providing an outline of their progress to date and a provisional timetable for completion.
The student submits the *Application for an Extension to Maximum Period of Registration* (form RDCom6) to the Graduate School, cc'ing the School Research Programme Leader.
The Graduate School notifies the student, the Research Programme Leader and members of the supervisory team of the outcome.

All extensions must be paid for at the relevant full-time or part-time rate. Any information on potential refunds etc. Can be found in the university finance policy documents https://www.roehampton.ac.uk/corporate-information/policies/
Students seeking a refund should contact the University's Finance team by submitting a ticket via the service desk https://portal.roehampton.ac.uk/nest/Pages/default.aspx#

It is important for students who are sponsored financially or who are on a study visa, to inform themselves in advance about the impact of any changes to their period of study.

Students should check with their sponsor and seek Graduate School advice if necessary. Students funded by UKRI should be aware that extensions to their registration end date will not automatically extend their studentship or alter the deadline for the submission of their thesis.

Maximum permitted length of interruptions and extensions
The total length of interruptions and extensions **consecutive or cumulative**, will not normally exceed twelve months.

Student Visa: Please note that all interruption and extension applications from students on study visas are subject to approval first by the Immigration team.

Change of Supervisor (RDCom7)

During the course of a student's period of study, it may be necessary to make changes to the composition of the supervisory team. Such changes should be kept to a minimum in order to ensure that the student's studies are not unnecessarily disrupted and the student should be informed of the arrangements at all times. Changes to supervisory arrangements must be approved through the following process:
The Dean of School, or a nominee, reviews the team with the Graduate School and, where appropriate, the Research Programme Leader.
The Dean of School submits the Application for Change to Approved Supervisory Arrangements (form RDCom7) for consideration by the Graduate School.

If the Graduate School supports the application, it will notify the student and new team of the change. If the change involves the appointment of a new external Co-Supervisor (see Appendix 2) or will result in a supervisory team comprising more than the recommended 2 members, the Dean of School will first seek the approval of the Chair of Research Degrees Committee. The Change of Supervisor form must be approved by the Dean of School in order to monitor supervisor capacity and ensure that proposed supervisory teams meet the criteria stated in the Research Degrees Regulations. Teams which do not meet the proposed criteria may not be ratified by the Research Degrees Committee.

Withdrawal (RDCom8)

Students wishing to withdraw from their doctoral programme must consult with their supervisory team and/or relevant Research Programme Leader before making an application to withdraw from studies. Students who are experiencing personal and/or health problems which are leading them to consider withdrawing from studies are also strongly advised to discuss this with their Student Wellbeing Officer (SWO). If, following these discussions, a student still wishes to withdraw from study, they should complete the RDCom8 Application for Withdrawal of Registration. This form should then be sent to the Graduate School, copying in the relevant Research Programme Leader. Students formally applying to withdraw from studies should be aware that the University does not guarantee re-admission to students who withdraw from studies but later seek to re-apply. Students who are applying to withdraw from studies as part of the process of transferring to another institution should not complete and submit their withdrawal form until they have received and accepted an offer from the transfer institution. They should also clearly indicate on their withdrawal form that they are seeking a transfer to another institution.

Students may withdraw at any time, but fees will be charged to the end of the academic quarter (October to December, January to March, April to June, July to September). Students who require a visa in order to study in the UK and who withdraw their registration at the University will be reported to the UK Visas and Immigration and will be required to make arrangements to leave the UK without
delay. You will be expected to prove that you moved into a different immigration category, moved to another institution, or that you've made arrangements to leave the

country (e.g. plane ticket).

RESEARCH STUDENT DEVELOPMENT & TRAINING

Students are responsible for assessing their own development needs, in consultation with their supervisors, and should complete a review of their training requirements at the start of each academic year ahead of meeting their supervisors. This will form the basis for a training plan for the academic year.

It is the student's responsibility to record participation in development and training throughout their programme of research. Training needs and outcomes should be discussed at Annual Progress Review (APR) meetings and the Training Log (a log of all training & development) updated regularly. Directors of Studies are asked to counter-sign the completed cumulative training log to certify that they are confident that the student has undertaken the training as detailed.

The Graduate School provides a programme of doctoral training and development opportunities designed to support researchers throughout their doctoral journey. The programme consists of four dedicated doctoral development days each academic year plus online training available on your Moodle site. In addition to the Graduate School programme, Schools provide discipline-specific and subject-level training opportunities.

As members of the Cathedrals Group of Universities and the South and East Network for Social Sciences (SENSS) Doctoral Training partnership, PGRs also have access to a wide range of additional training throughout the year. Details of these opportunities are shared regularly by the Graduate School. Training and development needs should be discussed regularly with your supervisory team throughout your studies to ensure that you engage with appropriate opportunities at each stage of your doctorate.

Students are also encouraged to seek out and participate in external development opportunities, such as conferences, workshops, training courses and networking events. Students should discuss any proposed external training and development activities with their supervisory team to ensure that they align with their research and professional development goals.

PhD students at Roehampton are also able to access training from a couple of our external partners. SeNSS offer a SENSS Specialist Training Series, these sessions will be circulated by the Graduate School to students throughout the year with details on where to sign up.

Roehampton is also a member of the Cathedrals Group https://cathedralsgroup.ac.uk/. The Cathedrals Group provides external opportunities to PhD students and students can count these activities towards their RSDP allowance.

As a guide, doctoral students are encouraged to engage with a minimum of approximately 36 hours of training over the course of their degree. These may include Graduate School training sessions, School-level training, and relevant external opportunities.

Students enrolled on Professional Doctoral programmes or UKRI-funded PhD programmes should consult the relevant programme, funder, or award regulations regarding any specific training and development requirements, as these may differ.

Facilities

Study Space

Study spaces for research students are available in some academic Schools. These spaces are managed by academic Schools and are normally operated on a 'hot-desking' basis available first-come-first- served. Desks may not be reserved and must be cleared when not in use. All spaces should be respected as quiet spaces for work. Students are advised to contact their Research Programme Leader regarding study spaces in their School.

In addition, dedicated workspace for postgraduate researchers is available in the

Library (Room 1.22). This space is also operated on a hot-desking basis and is available for use by PGR students when working on campus.

Printing

Research Students are required to cover the cost of any printing, copying and scanning on campus.

Research Student Development Fund

Each research student can apply for discretionary funds to use towards payment for specified research activities: travel to conferences, conference expenses, travel for research, supplies/equipment (NOT including books or computer hardware), training, or data/software access expenses. Students should complete a Research Student Development Fund Form (located on the Graduate School Moodle site), and obtain supervisor(s) approval, in advance of the event. Full guidance is provided on the form. Expenditure is claimed in arrears via an expense claim submitted to the relevant academic School's accountant. If students are planning to travel overseas, they must also complete the Authorisation to Travel Overseas (ATO) form (located on the Graduate School Moodle site) and submit this to finance@roehampton.ac.uk. International flights and hotels must be booked via the University's travel partner, Clarity. The student should also check FCO travel advice for the intended destination and seek guidance from the Graduate School if necessary.

Research students are also advised to check regularly for announcements regarding additional research funds available on a competitive basis through university partnerships. Research students can sign up to Research Professional to receive tailored funding alerts.

Important: International students on a study visa must also copy the ATO form to the Immigration Office and the Graduate School. In addition, they must complete the Overseas Fieldwork Form, available on the Graduate School Moodle site.
Important: UKRI funded (e.g. TECHNE/SENSS/CRICA) students – may only apply for a maximum of £900 discretionary funding on top of the training allowance provided through their funder.

SUBMISSION OF THESIS AND FINAL EXAMINATION

Entry for the Final Examination
Prior to the submission of the thesis, a student should submit an Examination Entry Form to be considered by the Research Degrees Committee.

Examiners and viva chairs are nominated and appointed at the same time (see Section 16 of the Research Degree Regulations – Section 23 for students registered after October 2019). CVs for each proposed examiner must be submitted with Examination Entry Forms, accompanied by the External Examiner eligibility form, to ensure timely consideration by Graduate School. Schools should ensure that the CVs submitted by proposed examiners include details of all examining and supervisory experience at doctoral level, including, where appropriate, experience of examining professional doctorates. At the point of nomination, the supervisory team should consider relevant criteria for the proposed examiners including potential conflict of interest issues. The supervisors should also nominate a provisional date for the viva, through consultation with the examiners, chair and candidate. Doctoral Vivas will normally be conducted online, unless an on-campus viva has been requested. Students with disabilities who have a Statement of Adjustments should also indicate this on the Examination Entry Form to ensure that appropriate adjustments and support can be put in place. If

adjustments are required then students should complete the viva reasonable adjustments form which can be found on the graduate school current students website.

The Examination Entry Form records the title of the student's final submission, which cannot then be changed except with the agreement of the Chair of the Research Degrees Committee. The timely submission of Examination Entry Forms is crucial to the smooth processing of organising all aspects of examination and forms should not be submitted any later than six weeks before the viva date to ensure that examiners have sufficient time to review the candidate's thesis.

The requirements of the final submission, including rules on length, content and written language, are set out in Section 18 of the Research Degrees Regulation, (Section 20 of the regulations for students registered from Oct 19) or in the individual regulations for Professional Doctorates. There are also rules on the presentation of the final thesis outlined below and on the Graduate School Moodle site. Students will agree a suitable length, structure, format and presentation for their final submission with their supervisors, working within the University's requirements and taking into account the subject area and nature of the thesis. The University expects that theses will normally only be submitted in electronic copy.

Thesis Presentation Guidance

All theses submissions are in electronic format only. The text should be written in English (unless the University's Research Degrees Committee has given permission for another language to be used owing to the nature of the subject). Other regulatory requirements on the presentation of theses are listed below:

- Running heads and page numbers should be within the recommended margins.
- The height of the characters used in the main text, including displayed matter and notes, should not be less than 2.0mm for capital letters and 1.5mm for a lower-case x. Times New Roman 12-point and Arial 10-point are two examples of an acceptable font.
- The text should be double-spaced.
- All pages should be numbered sequentially.

Where ethical approval has been required, the following wording should be included either on a stand-alone page, or in an appendix: "The research for this project was submitted for ethics consideration under the reference….in the school of….and was approved under the procedures of the University of Roehampton's Ethics Committee on….". A sample Consent Form should be included in the Appendices.
The thesis may be presented single-sided (right-hand pages only) or double-sided.

Order of Thesis

A candidate's thesis should follow the order:

- Title page (example below) - this should contain:
- The approved thesis title as stated on the candidate's Examination Entry Form,
- The candidate's name and qualifications,
- A statement of the degree for which the thesis is being submitted,
- The name of the candidate's School,
- The name of the University, and
- The year of submission for examination.

Title of Thesis
by A N Other BA, MA
A thesis submitted in partial fulfilment of the requirements for the degree of PhD School of Humanities and Social Sciences University of Roehampton
Year

- The abstract - this should be a summary of the content of the candidate's thesis and should not be longer than 300 words
- Contents page - this should be a listing of the contents of the candidate's thesis, giving page numbers for each section and chapter, and is best presented in tabulated form
- Acknowledgements - this is where a candidate has the opportunity to thank the people and organisations who have assisted in her/his work
- The main body of the thesis will normally follow the format –
    1. Introduction,
    2. Chapters,
    3. Conclusion
    4. Appendices (if needed)
    5. Bibliography - this should be a complete listing of all of the relevant works the candidate has consulted and should demonstrate critical judgement in the selection of the material included.

It is preferable to present the theses as one volume, but some candidates like to present their appendices as a separate volume especially if they are of substantial size. Examiners will take account of presentation and accuracy when considering theses. Candidates should, therefore, make sure that their thesis presents a logical progression of argument, which is clear and consistent in the style of its presentation, that tables and illustrations are clearly labelled, and that the bibliographical references are clear.

Submission of Thesis

Students may submit provided that they have completed their minimum period of registration, are within their maximum registration period, have registered for the academic year and have paid any tuition fees that are due.
Students, whether undergoing an on-campus or online viva, are only required to submit an electronic thesis to graduateschool@roehampton.ac.uk along with a Candidate's Declaration form (form RDCom10).
The electronic thesis should be submitted to graduateschool@roehampton.ac.uk at the same time. In addition to completing the RDCom10 (Candidate's Declaration Form), students will also need to submit their thesis via the Turnitin Dropbox on the Graduate School Moodle site and download the originality report to include with their RDCom10. This is to ensure they have referenced all sources and quotations within their thesis appropriately. The originality report will also be made available to the examiners. If the student returns a similarity percentage of higher than 20%, they should work with supervisors to address any issues raised by the report before submitting their thesis. Any thesis which the examiners' are concerned may demonstrate evidence of academic misconduct will be investigated in accordance with the Student Disciplinary Regulations (see section 18 of the Research Degree Regulations and 20 for those registered after October 2019).

Students will receive an e-receipt (via email) to confirm submission from the Graduate School and the Graduate School will initiate the Examination arrangements (see below). Students who have submitted, up to the point of completing any corrections or

resubmission requirements of their examiners, remain registered students, with access to supervisory support and University resources and facilities. Students who have submitted should be offered the opportunity to undergo a mock oral examination. It is the responsibility of the Director of Studies to arrange this.

Examination

The Graduate School will contact the examiners and the candidate to confirm the date for the oral examination. Examinations will generally not take place during the month of August due to the availability of academic and administrative staff.

The Chair of the Research Degrees Committee, following the recommendation of the Director of Studies, will have appointed a viva chair to facilitate the running of the oral examination and to advise the examiners as needed on university regulations, policies and procedures. The viva chair will be a member of academic staff with experience of acting as a Director of Studies who is not a member of the supervisory team. They will not be involved in assessing the student but will take part in the oral examination and in private meetings of the examiners in order to ensure that the examination is conducted fairly and in accordance with University guidelines. The viva chair will also advise the examiners on any reasonable adjustments to be made to the conduct of the final examination in the light of information about a disability or other impairment which has been disclosed in advance by the student. Viva chairs are expected to seek training and advice from the Graduate School if they have not chaired a viva before.

The student may invite one or more members of the supervisory team to observe the oral examination and should advise the Graduate School in advance of their planned attendance. Members of the supervisory team will not be involved in assessing the student, or take part in the oral examination, or observe private meetings of the examiners.

Following the oral examination the examiners make a joint recommendation on the outcome to the Research Degrees Committee, which is then communicated to the candidate in writing. Normally, the examiners will also give provisional feedback to the student at the end of the oral examination. The list of possible outcomes is set out in Sections 22 and 23 of the

Research Degree Regulations (24 and 25 for students registered after October 19), or in the individual regulations for Professional Doctorates.

Corrections and Resubmissions

The outcome of the examination may require corrections to the thesis or a resubmission of the work. Where minor corrections are required, the student must submit the corrected work within three months. In the case of MPhil/PhD theses, where corrections of substance are required, the student must submit the corrected work within six months. One or more of the examiners will be asked to verify that the corrections are satisfactory. No additional fees are payable by the student where corrections are required. If more significant revisions are needed, the candidate will be required to re-enrol and to resubmit work for assessment within 18 months. The resubmission normally will be examined by the same examiners as the first submission, with or without a further oral examination. Students who are required to resubmit must pay the relevant examination fee.

During the correction or resubmission period, students retain their registered status at the university and are permitted access to the library and other facilities as required. Following the viva, if corrections or resubmission are required for an award, students will have the opportunity of a meeting with their supervisors to discuss the examiners' joint

report, and the amendments required. Regular contact should be maintained by the student with their supervisors during the period available for corrections or resubmission. The frequency of any meetings will vary according to the nature of the amendments required but will not exceed normal supervisory arrangements prior to submission. If a supervisor is no longer able to provide supervision, and the Dean of School decides that the remaining supervisory team is not able to provide adequate support, the school should arrange for a replacement supervisor to be appointed. However, a full supervisory team, as required prior to first submission, may not be necessary.

Students that are on a study visa are expected to remain in contact with their team on a monthly basis during the period where the thesis has been submitted and they are awaiting their viva. The same expectations apply where students on a study visa are completing corrections post-viva where the nature of corrections are such that the requires access to resources in the UK. The exception to this is if a student has returned to their home country prior to their viva. In these cases, immigration should be informed and the student's visa cancelled.
Supervisors are expected to read and comment on amended sections of the thesis or body of work prior to submission if requested, but they are not expected to read multiple redrafts. The examiners do not provide support or guidance following the viva. If necessary, however, immediately following formal notification of the outcome of the examination to the candidate and supervisors, the examiners may be asked, through the Graduate School, to provide clarification about the amendments required.
A student may apply to the Research Degrees Committee for an extension to the deadline for making corrections to the submission or for resubmitting work for assessment on grounds of mitigating circumstances or other significant and acceptable cause. The application should be submitted in writing in advance of the deadline using the research student mitigating circumstances form and should include supporting evidence where appropriate. If a student does not meet the deadline and has not applied for and been granted an extension, their registration on the programme may be terminated.

Student Visas: If your viva has taken place, you have been given corrections, and your visa is going to expire during that period, then you may need to request support for a further visa. Please send your Viva outcome letter to the Immigration team as confirmation of engagement with your studies and confirmation that you will be physically studying at the University during your corrections period.

Award of the Degree and Conferment

Once the examiners agree that all necessary corrections have been completed and an award should be given, the Graduate School will write to the student to inform them, and the Dean of Research and Doctoral Study then ratifies the award. The student will then be required to submit a final electronic copy of the thesis to the Graduate School, for the Online Repository. Once this has been received, the student will be sent their award letter of completion and their details passed to the Graduation Team to be invited to the next ceremony (in July and January each year). For details on graduation dates and timelines in order to be eligible to attend the ceremony please visit the graduation website.

Publication of your Final Thesis online: Copyright Guidance
The final thesis will be published online on our repository, PURE. An eThesis is as close as possible in appearance and layout to the printed version but may have some elements removed for copyright reasons. eTheses are accessed many more times by readers around the world than the printed thesis, benefiting the author's professional

career and recognition.
Students who request that their thesis is embargoed for a period of time should note:
Material of a confidential or sensitive nature with the potential to infringe the rights of any third party is inadmissible in the final examination for a Research Degree and cannot therefore be used as grounds to restrict access to the final submission.
Students funded by UKRI research councils (e.g. AHRC/TECHNE) normally may only embargo their thesis for up to 12 months. Requests for longer embargo periods must be justified in writing below and formally approved by the Graduate School
Restriction of access to the electronic version only of the final submission for a period of more than 24 months must be formally requested and approved by the Chair of Research Degrees Committee.

Many UK and major international universities have mandates for theses similar to Roehampton. As well as being deposited into the Roehampton Research Explorer, the eThesis will also go into the British Library's EThOS national online thesis repository.

The thesis may include material by other authors (generally referred to as third party material). This material will be copyrighted. An author automatically has copyright over anything they write or otherwise create; under UK law they do not need to apply for it or mark their work with the © mark for it to apply. Ideas and facts are not copyrighted, although presentation of ideas and facts may be.

In addition to content copyright, the format or layout (typography) of an item may have rights associated with it. Images within a work, e.g. book illustrations, may also have copyright over and above that embodied by the book as a whole. Finally, authors can assign parts of their copyright to someone else, for example, a publisher. Therefore, any individual or corporate entity that currently holds the rights to exploit and reuse an item is known as the rights holder.

Students are advised to consult the full copyright guidance, available on the university webpage, for detailed information about obtaining copyright permissions ahead of submitting their eThesis. https://library.roehampton.ac.uk/academicstaff/copyright

Graduation

After the submission of the final electronic copy of the thesis, and receipt of a formal letter of ratification from the Graduate School, students will automatically be added to the list for invitation to the graduation ceremony, students will be invited to register for Graduation via a web link provided by the Graduation Team (this team is not part of the Graduate School).
Queries regarding the ceremony should be directed to the Graduation Team, Graduation@roehampton.ac.uk

Appendix 1: FORMS & TIMEFRAMES

In-Course Forms, Examination Entry Forms and Progress Report forms are all available on the Graduate School website pages here:
www.roehampton.ac.uk/graduate-school/current-students/

The School Research Degree Administrator will email the student directly to confirm the outcome of the application in the case of the following applications for which RSRBs have delegated authority:
Project Confirmation (RDCom2)
Upgrade/Progression Review (RDCom3)
Application for Change to Approved Supervisory Arrangements (RDCom7).

All other applications are recommended to the Research Degree Committee for approval. These will be forwarded from the student and supervisory team to the Graduate School. The student should expect to hear the final outcome from the Research Degrees Committee within one month:
Application for Change in Mode of Study (RDCom4)
Application for a Temporary Interruption to Registration (RDCom5)
Application for an Extension to Maximum Period of Registration (RDCom6)

Exam entry forms are formally approved by Research Degrees Committee but should be submitted to the school RSRB for scrutiny first.
The timeframes referred to above are appropriate at any point in the academic year.

These forms can be accessed from the external website As they change regularly students should always download forms directly rather than using a copy passed on or previously saved.

Appendix 2: STAFF ROLES & RESPONSIBILITIES FOR RESEARCH STUDENTS

Key information for students is given under the Governance section in the main body of the Handbook. This appendix gives more detail about key roles and who students should speak to about particular issues.

Dean of School

The Dean of School has overall responsibility for the welfare and academic progress of research students in their academic school and for ensuring that the school complies with university rules, policies and codes of practice that relate to postgraduate research.

Within this overall remit the specific responsibilities of the Dean of School are:
to appoint a Research Programme Leader, and to establish and oversee a Research Student Review Board for the school, in agreement with the Dean of Research and Doctoral Study;
to maintain an appropriate research environment for students within the school, including research development activities that are co-ordinated with the University's Research Student Development Programme;
to approve the admission of students onto research degree programmes (note: admissions to the PhD on the basis of published works and applications for exemption from part of a research degree programme must be approved by the Chair of the Research Degrees Committee);
to ensure that appropriate supervisory arrangements are made for each student, and that supervisors participate in appropriate professional development;
to authorise recommendations from the School to the Research Degrees Committee.

Research Programme Leader

Each academic School has a Research Programme Leader (RPL) whose role is to co-ordinate the arrangements for research students on behalf of the Dean of School.

The Research Programme Leader is appointed by the Dean of School in agreement with the Dean of Research and Doctoral Study and must normally be a qualified Director of Studies with substantial experience of research student supervision. They should also have experience of serving on a Research Student Review Board (RSRB).

Within this overall remit the specific responsibilities of the Research Programme Leader are:

- To chair the school Research Student Review Board and to take responsibility for

items relating to research degree programmes at the School Committee;
- To represent the School on the Research Degrees Committee and Supervisors' Forum, and to communicate business from RDCom to their School RSRB;
- To co-ordinate School arrangements for the admission, induction, monitoring and examination entry of research students and to ensure that appropriate records are maintained;

To ensure that research students participate in appropriate research development activities;

- To ensure that supervisors participate in appropriate professional development;
- To encourage and support the integration of research students into the research environment of the School and the University;
- To carry out any other duties relating to research degree programmes as required by the Dean of School or Dean of Research and Doctoral Study.

SUPERVISORY TEAM

Details of role responsibilities are included in the main body of the Handbook. Schools should also note that supervisors must observe the University's Code of Practice on Research Student Supervisory Load.

Either the Director of Studies or the Co-Supervisor may be the main academic supervisor of the student, or they may contribute equally. Agreement should be reached when a supervisory team is proposed about the roles and proportion of the supervisory load to be taken by each member of the team. The proportion undertaken by an individual supervisor may range between 10 to 90% of the total supervisory load. The weighting of supervisory responsibility is reported annually as part of the Annual Progress Review. Reported data feeds into workload planning.

Director of Studies

The criteria for the appointment of a Director of Studies are set out in Section 11 of the Research Degree Regulations. Appointment as Director of Studies ceases if the individual ceases to hold a suitable appointment at the University, although it may be desirable in appropriate circumstances for them to remain as a co-Supervisor on the supervisory team in which case a new Director of Studies will be appointed.

Role:

- Seeing that administrative aspects of supervision are actioned effectively (for example that milestone paperwork is completed);
- Ensuring that the candidate's progress is monitored annually;
- Clarifying and agreeing the boundaries, relative responsibilities, and lines and means of communication between the student and individual members of the supervisory team;
- Providing the student with guidance about the nature of research, about planning the programme of research realistically, about the availability of and access to literature and other sources of information, and about the difficulties associated with academic misconduct;
- Discussing, agreeing and recording with the student at an early stage a programme of support and training relevant to the particular needs of the student and the area of research;
- Advising on the financial viability of the research project;
- Ensuring that the student is aware of their responsibilities towards health and

safety both in general and in relation to the school and the programme of research;
- Ensuring that, in circumstances where the student's research is linked with a research contract, the academic interests of the student and their programme of research are safeguarded;
- Providing a point of reference for the student on welfare issues.

Co-Supervisor
The criteria for the appointment of Co-Supervisors are set out in Section 10 of the Research Degree Regulations.

The Co-Supervisor brings appropriate, additional expertise, and meets with the student and Director of Studies when supervisory sessions are arranged. Exceptionally the Dean of School may seek approval from the Research Degrees Committee to appoint a co-Supervisor from outside the University in order to bring additional expertise to the supervisory team or to address the needs of a funded project. Details should be provided through an RDCom7 form, including the CV of the proposed external supervisor. This is more common when students conduct part of their research outside of the UK. External supervisors will not normally be responsible for more than 40% of supervision and the weighting of supervision records should indicate the proportion that has been agreed with the Dean of School.

Models for supervisory team
One of the team may act as the main academic supervisor of the student, or they may contribute equally. There are a number of possible models for the composition of the supervisory team and the following are three examples.

- The Director of Studies manages the student's programme of research, has specialist knowledge closely related to the student's research topic and is the main supervisor. The Co-Supervisor (who may or may not be a qualified Director of Studies) is an active researcher in an area relevant to the student's field of research who contributes more broadly to the student's programme of research.
- The Director of Studies manages the student's programme of research and mentors the Co-Supervisor, who is not yet qualified as a Director of Studies but has specialist knowledge closely related to the student's research topic. The Co-Supervisor is the main supervisor.
- The Director of Studies manages the student's programme of research. Both the Director of Studies and the Co-Supervisor (who may or may not be a qualified Director of Studies) have specialist knowledge closely related to the student's research topic and agree between them the sharing of the topic-related supervision.

Research student responsibilities

Research students are responsible for:
- Fulfilling the requirements of their doctoral programme, including the requirements of any milestones or formal progress reviews;
- Making use of the supervision offered by the University by keeping in regular contact with their supervisors, attending agreed scheduled supervisions and assisting in the recording of supervisions;
- Engaging with available research training whether offered internally or externally

and participating in the Research Student Development Programme;
- Working as a professional, independent researcher, responsible for the development of their own research;
- Demonstrating and maintaining research integrity and appropriate ethical standards in research, including taking responsibility for the presentation and referencing of their scholarly work;
- Informing their supervisors and other appropriate staff of any issues or problems that may affect their studies;
- When relevant, observing the terms of any agreement with another university, company or other allied institution supporting their programme of research;
- Submitting a thesis comprising an account of the candidate's own work/research within their period of registration or in accordance with their funder's requirements;
- Taking responsibility for the quality of the thesis submitted for assessment, accepting that the guidance and feedback provided by their supervisors does not guarantee success in the assessment.

Responsibilities of the Supervisory Team

Once supervisory arrangements have been confirmed, the supervisory team should meet as soon as possible to discuss the responsibilities outlined below and determine how each should be fulfilled.
Supporting the research student in developing their familiarity with the subject area, available resources at the University, relevant procedures and introducing them to fellow researchers (whether staff or research students);

- Agreeing with the candidate the frequency and format of supervision meetings, and, after each meeting, agreeing with the research student the record of those meetings;
- Providing feedback on written work produced by the student;
- Assisting the candidate in developing a realistic timetable for their research, including advising the candidate on the completion of relevant doctoral milestones;
- Advising the candidate about relevant research training suitable to their project and the candidate's professional development. Confirming the appropriateness of external training and assisting the candidate in identifying training opportunities;
- Advising the candidate on research ethics and integrity, including providing initial feedback on ethics applications;
- Assisting the candidate in preparing for the viva voce examination, for example, through arranging a 'mock viva';
- Signposting the candidate to appropriate sources of additional advice and support;
- Supporting and encouraging the postgraduate research in becoming an active member of their research community, for example through advising on funding applications or conference submissions.
- The research student-supervisor relationship
- Productive research student-supervisor working relationships are founded on trust, fairness and mutual respect. All parties can contribute to a successful working relationship by committing to behaving in a civil, conscientious and responsible manner. The University's Dignity and Respect policy promotes a positive working and learning environment, to which all staff and research students should contribute.

Research students and supervisors are advised to discuss at the beginning of the

programme of research their expectations in terms of the conduct and frequency of supervisions, bearing in mind the general expectations set out above and the University's minimum attendance requirements.

Resolving issues between PGRs and supervisors

In the first instance, research students/supervisors are encouraged to discuss and resolve issues as a team. If this is not possible and/or this approach does not resolve the issue, the research students/supervisors may approach the school Research Programme Leader for assistance. Staff and research students should respect confidentially, and disclosures should be limited as far as possible to those individuals involved in the resolution of the issues.

If it is not possible to resolve issues locally, then parties may wish to involve the Graduate School for advice and support. As a last resort, the research student and supervisors concerned are advised to consider external mediation. School Human Resources contacts will be able to put parties in touch with a professional mediator. During mediation, interim arrangements should be considered to mitigate any adverse impact on the research student's project.
Mediation is a voluntary process and if all parties cannot agree to enter into mediation, consideration should be given to submitting a formal complaint through the University's established complaints procedure.

Appendix 3: APPLICATION PROCESS

Key information for applicants is set out on the Graduate School website pages here www.roehampton.ac.uk/graduate-school/degrees/. Requirements for admission to the PhD programme are outlined in section 4 of the Research Degree Regulations. In line with our admissions policy for taught programmes, admissions decisions are normally final. Appeals regarding admissions decisions for doctoral programmes should meet the general criteria outlined in the University admissions policy. The information below is primarily for prospective Supervisors and school administrators.

New Applicants
All applications from potential research students must be submitted to the Graduate School through the Online Application Portal. This should follow informal discussion with potential supervisors or Research Programme Leader in a school. Prospective students should submit an application only if encouraged to do so following this informal discussion. The Graduate School will review non-academic criteria and pass applications to schools for consideration. Incomplete applications may not be processed. Schools will review each application and decide whether to invite the applicant to an interview. Schools are responsible for arranging interviews. The interview panel must be chaired by a member of academic staff independent of the prospective supervisory team, either the Dean of School or their nominee, most commonly the Research Programme Leader or Professional Doctorate convenor. Normally the prospective supervisors are part of the interview panel, which comprises a minimum of two, and normally three, members in total. At the interview, the panel will consider the candidate's performance against appropriate criteria, including the following, as the basis for making an offer:

- Does the candidate meet the relevant Research Degree entrance requirements?
- Is the research proposal coherent, feasible and will it contribute to knowledge in the field?

- Does the candidate demonstrate familiarity with the disciplinary field (e.g. awareness of research methodologies)?
- Is the candidate prepared to make an active contribution to the research environment of the school?
- Will the student be able to afford the necessary time and financial commitments?
- Are the necessary resources in place within the school for the project (supervisors, facilities etc)?
- Does the candidate demonstrate a suitable level of fluency in English? Interview panels must report any concerns regarding English language and the ability to complete a PhD in English to the Graduate School. (English Language requirements can be found on the page below).

Following an interview, or a decision not to interview, the school shall communicate the outcome to the Graduate School via the appropriate decision form: approving an offer (RDCom1b) or rejecting the application (RDCom1c). Offers of places at the University may only be made by the Graduate School.
If an offer is to be made, the Dean of School is required to monitor supervisory capacity, and to counter-sign the offer to indicate in principle approval.

For the PhD by Published Works, or also in cases where the normal minimum qualifications for entry are not met, the final decision to approve an offer will be taken by the Chair of the Research Degrees Committee. In other cases, the Dean of School takes this decision and in doing so confirms that the school is able to provide appropriate supervisory support for the applicant.

Transferring from another Institution
In some instances, an applicant may wish to transfer their registration from another institution to the University of Roehampton. Following informal discussion with the appropriate academic School, the applicant should submit a Transfer Application to Register for a Higher Degree by Research (form RDCom1d) to the Graduate School. If the school decide to interview (following the same procedures as for new applicants, above), the progress to date of the applicant, and the reasons why they wish to transfer should be carefully examined, including calling for information from the previous supervisor(s) and institution, as well as considering written work such as the research proposal and draft chapter(s). Following interview, if the school wishes to recommend that an offer is made, the final decision will be taken by the Chair of the Research Degrees Committee. Based on information from the school and the applicant's previous institution, the Chair of the Research Degrees Committee will also determine what doctoral milestones will need to be met, and what period of registration the student has already completed. This will form the basis of the calculation of the remaining maximum period of registration and the remaining period of registration required before eligibility for transfer to writing-up status. All transfer students will be required to be registered and to pay fees for at least one academic year.

English Language Requirements for Research Students
English Language Requirements for Research Students For admission to an MPhil/PhD programme, non-native speakers of English are required to demonstrate English Language proficiency to the following levels on one of the following accepted tests:
IELTS 7.0

with a minimum of 6.5 in all categories (or equivalent). An overall IELTS score of 7.5 with a minimum of 7.0 in each component (or equivalent) is required for the following programmes: -

PhD English Literature, PhD Children's Literature, PhD Creative Writing, PhD English Language and PhD Linguistics.

Applicants who have completed a masters-level qualification or higher in the medium of English in Australia, Canada, Ireland, New Zealand, UK and USA may not be required to demonstrate proficiency in the above tests.
Please visit our webpage for further details or contact pgresearch@roehampton.ac.uk
Visiting Research Students
See https://www.roehampton.ac.uk/graduate-school/degrees/

The Graduate School welcomes applications from PhD students in the UK and abroad, who may wish to spend some time at the University of Roehampton. Applicants should make initial contact with an academic School to discuss their current research project and find a suitable member of academic staff to support their visit, before making an application.

Appendix 4: SUPERVISION MONITORING POLICY
The policy and process for recording supervisions, attendance at upgrade and progression review panels and APR meetings applies to all research students.

Recording student engagement is critical to ensure students are appropriately supported and to meeting the reporting requirements of major university stakeholders, such as funders or the UK Government.
Along with the rest of the University, the Graduate School is required to ensure that registered international students on study visas attend and engage regularly with their programme. This section sets out the procedures and process for evidencing this engagement.
All research students on a study visa should register within 2 weeks of their start date. If a research student on a study visa fails to register in this period, they will be recorded as a 'non-enrolment' and the UKVI will be notified.

All students on study visas attend 1 ID check with the Immigration team at Induction.
In addition to the ID check, research students on study visas will be required to attend 12 engagement points per year comprising 8 supervisions per year, a minimum of 4 Doctoral Training in-person sessions per year, and, where relevant, RDCom3 progression review in person. The majority of supervisions should be in-person to meet UKVI requirements.
Where a supervision is delivered online, a clear rationale should be given (e.g. student undertaking fieldwork).

Records to be kept at School level
Supervisors must ensure they keep a record of supervision sessions, whether one to one, or group sessions, with their students. The supervision record should be completed on the University's Attendance Monitoring System (SEAtS) after each supervision meeting so that the Graduate School and UKVI Compliance Team can access these records as evidence in the event of a UKVI institutional audit. The record should be completed as soon as the supervision has taken place and no later than one week after the meeting. The supervision record should be agreed by students and supervisors by adding an electronic signature to the meeting record. The supervision record should include:

- Meeting location or format (. e.g. via Teams/held on campus in room XXX);

- Brief summary of what was discussed;
- Who was in attendance;
- For students on study visas, a clear rationale for why, exceptionally, a supervision was held online (e.g. student completing fieldwork).

Guidance on how to create the supervision record and in using the SEAtS system can be found by contacting the Graduate School and is available on our supervisor training Moodle pages.
Attendance at Upgrade/Progression Review panels, APR meetings and any School events can also be used as evidence but must be properly recorded via SEAtS and signed off.
Research students who are in their writing up period, preparing for their viva or working on corrections are still expected to have regular contact with their supervisor to enable the University to meet their UKVI requirements.
E-mail exchanges/discussions do not represent satisfactory engagement points.

Fieldwork outside the UK

It is important that a supervisor reminds their students of the need to contact the UKVI team should they need to leave the UK for any period including for any fieldwork, so that it can be recorded and reported to UKVI.

The Sponsored Student Overseas Form (found on the graduate school Moodle site) needs to be completed and sent onto immigration@roehampton.ac.uk **at least** 10 working days before your intended departure. Students on study visas need to maintain contact with their supervisor during any periods of fieldwork by telephone, e-mail, Teams or a combination. Auditable records must also be kept and added to SEAtS. Full supervisory contact must be maintained during your time overseas.

If for any reason it is not possible to maintain contact at an appropriate level during a period of study outside the UK, the UKVI Compliance team will notify UKVI of a withdrawal of sponsorship of their visa and a new CAS will be issued when the student is ready to return to the UK. It is not recommended that students on a visa undertake trips where it will not be possible to maintain contact with their supervisory team, as there is always the risk that a new visa application could be rejected when the student is ready to return.

Failure to attend and engage

Monitoring is the responsibility of the supervisory team in the first instance.
Monitoring points: 12 engagement points throughout the year including a minimum of eight supervisions. Supervisory teams will also monitor the academic progress of students on study visas as well as their attendance. Concerns about academic progress should be raised with the Graduate School and the Cause for Concern process (see Research Degree Regulations) initiated if necessary.

Supervisions will be monitored by the Graduate School via SEAtS on a monthly basis and supervisory teams will be notified of which students have low number of supervisions and given direction on necessary further action. Supervisory teams must pro-actively monitor the academic progress of students on study visas as well as their attendance. Concerns about progress should be raised with the Graduate School and the Cause for Concern process (see Research Degree Regulations) initiated if necessary.

	Criteria	Action
Stage 1	Student misses scheduled supervision session.	Supervisor to contact student within 7 days to request an explanation and to reschedule the missed supervision session. Where no response is received within 7 days, Supervisor makes a further attempt to contact the student by email explaining that he/she must make contact and attend supervision. Student will also be warned that if they do not respond to this communication they will be at risk of programme termination. The Supervisor should copy the Graduate School in the communication. The Graduate School will log this communication to ensure follow up under stage 2 where necessary.
Stage 2	Student fails to respond to stage 1 emails and there is no contact for 4 weeks.	Graduate School send warning email, advising of the importance of attending a meeting and requesting evidence to support absences. Email should be copied to Student Immigration and Compliance and advise the student that the immigration team have been alerted to their absence from scheduled supervisions. Refer for support if required and set expectations for future attendance / engagement as appropriate.
Stage 3	Student fails to respond to stage 2 email or attend stage 2 meeting	Student Immigration and Compliance Team contact student and invite to meeting. If student can provide appropriate explanation and supporting evidence for non-attendance, refer for support (if required) and set expectations for future attendance / engagement as appropriate. If student is unable to provide appropriate explanation and supporting evidence for non-attendance, withdraw student. If student is unable to provide supporting evidence at the meeting, evidence can be provided within 5 days. If student is unable to provide appropriate explanation and supporting evidence for non-attendance, withdraw student. If the student has a medical condition/personal circumstance which mean they are unable to meet the attendance requirements, they will be advised to interrupt their studies. If they choose not to do so, a decision will be taken regarding whether the student should be withdrawn. If the student does not attend the meeting without a reasonable explanation, the student may be withdrawn

Appendix 5: FAMILY LEAVE POLICY
University of Roehampton

Policy Regarding Research Student Family Leave

Purpose and Scope
The purpose of this policy is to set out the specific rights of postgraduate research students at the University of Roehampton to maternity, paternity and adoption leave, and the procedures to be followed by students and staff. This policy should be read and used alongside the University of Roehampton procedures regarding student pregnancy, maternity, paternity and infant care:
https://www.roehampton.ac.uk/globalassets/documents/corporate-information/policies/pregnancy-and-maternity-policy-august-2018.pdf

Rights
Research students are entitled to take up to 12 months maternity, paternity, shared parental or adoption leave (referred to below as 'leave'). Students should specify the dates of their leave on *Application for Family Leave* form (see below).

There is no limit on the number of periods of leave that can be taken.

Any period of leave longer than 12 months will require a new application.

Students on leave continue to be registered on their programme of study but are not entitled to receive supervision or to use University facilities. It is expected that they will not work on their research during this time.

Leave is not counted towards the student's maximum period of registration, or any deadlines for milestones in their degree. Their end-date and/or
degree deadlines will be revised accordingly following approval of leave. Any fees that have been paid for the academic year in which leave takes place will either be wholly or partially refunded or rolled forward to the next academic year.

Leave will not be counted towards the maximum period of interruption research students are usually allowed to apply for.

Full-time students who wish to return from leave as part-time students will be supported in this.
Students whose studies are supported by a postgraduate studentship, scholarship or other award, should refer to the Family Leave policy of the funding body from which they receive financial support.

Notification of intent to take leave
The student should begin by discussing their proposed period of leave with
their supervisory team, as soon as possible prior to the commencement of leave. The discussion should include the date on which it is to start, the length of time to be taken, and the plan for returning to studies.
International students in the UK on a study visa must also contact the immigration team at this time to discuss possible implications for their status. It

may be necessary for them to leave the UK during leave and to apply for a new Visa when returning to their studies. Students engaged in work for the University, especially those for whom it is a requirement as part of an internally or externally funded studentship, should also provide relevant staff (programme or module convenors for example) with reasonable notice that they are going on leave.

Following this discussion, the student submits the *Application for Family Leave* as soon as possible prior to the commencement of leave, along with the MATB1 form or matching certificate to the Chair of the Research Degrees Committee for approval, via the Graduate School. The Graduate School notifies the student, the Research Programme Leader and members of the supervisory team of the outcome.

Only members of staff that are required to view a student's mitigating circumstances evidence will be given access to them. If mitigating circumstances documentation needs to be shared with any member of staff outside of the normal practice, this will be done only with the student's prior consent. Information about a student's pregnancy should be treated as sensitive personal data and kept confidential and processed in accordance with the General Data Protection Regulation. More information can be found in the

University of Roehampton data protection policy:
https://www.roehampton.ac.uk/corporate-information/policies/

Returning from Leave

Students who wish to return to their studies earlier than had been agreed in the application must advise their supervisors and their school in writing.
Students can return to study at the beginning of each quarter. Students who wish to return later than had been agreed must discuss this with their supervisors and submit a further application, which will be processed as above.

Students returning from any period of leave must notify the Graduate School in advance, so that they can be re-enrolled. They will then be required to pay the remainder of the fees for that year, if applicable. See section 7 of the research degree regulations for more information Full-time students who wish to return as part-time students should discuss this with their supervisors and submit the *Application for Change in Mode of Study* (form RDCom4) for consideration to the School Research Student Review Board. Requests will not be declined without justification.

Further support

The procedures regarding student pregnancy, maternity, paternity and infant care contains information on available support following leave. Students who wish to change their mode of study to part-time to deal with
childcare or other family obligations will be supported. Students may also discuss the effect of family obligations on their workload with their supervisors. If needed, students may also apply to suspend their studies using the *Application for a Temporary Interruption to Registration* (form RDCom5), following the process outlined above for applications for leave. Students should also consult the mitigating circumstances policy:

https://www.roehampton.ac.uk/corporate-information/policies/

Further Information
For clarification of the above policy, or for more information, students should contact the Graduate School (graduateschool@roehampton.ac.uk). They may also wish to consult the Equality and Diversity policy (https://www.roehampton.ac.uk/globalassets/documents/corporate-information/policies/equality--diversity-policy.pdf) and the Dignity and Respect Policy (https://www.roehampton.ac.uk/globalassets/documents/corporate-information/policies/roehampton-dignity-and-respect-policy.pdf).

This policy forms part of the University's commitment to Athena Swan principles. For more information regarding Athena Swan see here: https://www.advance-he.ac.uk/equality-charters/athena-swan-charter

Appendix 6: Student Visa further guidance and important links
The University holds the status of Student Visa Sponsor, as such, is obliged to monitor and report on the status of any of its research students who hold a Tier 4/Student Visa. Research students are expected to be physically present at the University.
All students are strongly advised to familiarise themselves with the University's Student Visa Institutional Policy.
The following information is very important for all students who hold a Tier 4/Student Visa so please take the time to read it through carefully.
Please note that supervisory teams are not experts in immigration matters. At the end of the document, you will find the contact details of relevant teams. You are strongly recommended to contact the Graduate School and the Immigration team for further information or to ask questions.

Enrolment

Please note that you are expected to bring your documents to induction/schedule a visit with one of our Immigration officers.

Attendance requirements
Research students are expected to be physically present at the University for the duration of their studies. Research students on study visas will be required to attend 8 in-person supervisions per year, a minimum of 3 Doctoral Training in-person sessions per year and attend your induction and RDCom3 progression review in person.
Reporting of any periods of research spent away from the University

Please complete the Overseas Fieldwork Form available on your Moodle site and return this to the Graduate School. This form must be signed by your Director of Studies and approved by our Immigration team before leaving the UK.
Students must note that failure to return to the University by the approved date will result in automatic and immediate termination of visa sponsorship. This must be completed and send through to the immigration team at least 10 working days before date of travel.

Undertaking work/employment in the UK

Students on a Tier 4/Student visa should check our Visas and Immigration pages for information about working in the UK during and after completion of their studies.

Annual leave

Up to 30 days of annual leave is permitted during each academic year of registration, including bank holidays and University closure days, excluding weekends.
Holiday can be taken either in the UK or in another country**. In both instances, you are required to submit the Annual Leave Request Form for each period of holiday requested so that details can be recorded.**

Post-submission

If your viva has taken place, you have been given corrections, and your visa is going to expire during that period, then you may need to request support for a further visa if it is necessary for you to stay in the UK to complete your corrections.
Please send your Viva outcome letter to the Immigration team as confirmation of engagement with your studies and confirmation that you will be physically studying at the University during your corrections period.

Awards and withdrawals

Please note that the University is obliged to inform the Home Office that we have withdrawn visa sponsorship when your degree is awarded or withdrawn earlier than expected. If you wish to check if you can stay in the UK until your graduation ceremony, then please contact the Immigration team.
Once the University has informed the Home Office that you have completed or withdrawn your degree earlier, this will affect your immigration status, and you will be required to leave the UK.

UKVI Sick Leave policy

At some point during your studies, you may need to consider suspending your studies for a specific period. You might suspend for a variety of reasons including academic, financial, medical, personal, immigration, family or other.
Suspensions of up to 60 days in duration
Only period of up to 60 days suspension will be permitted during the whole degree programme except for in exceptional circumstances. University will continue to sponsor your Tier 4/Student visa for a suspension of up to 60 days.
If your suspension is extended for a further period beyond the initial 60 days, or you do not return on time then the University will, at that point, report to the Home Office that it is no longer sponsoring your student visa. Students requesting medical leave will be required to provide evidence from a medical professional.

It is a requirement that you maintain contact with your supervisory team during this period of suspension as part of the University's sponsorship of your Tier 4/Student visa. This can take place in the form of an informal catch up once per month via an online call with an exception for medical circumstances that mean you are unable to speak to your

supervisors. If you fail to do this then the University may be obliged to report this loss of regular contact to the Home Office, which may bring the University's sponsorship of your visa to an end prematurely.

Students suspending for up to 60 days will have their registration date extended however there is no guarantee that your visa will also be extended. There may be a possibility to extend your student visa however it would be dependent on the dates remaining on the visa as well as the total period of visa sponsorship granted at that point.

Suspensions of more than 60 days in duration
International students on study visas are typically limited to no more than 60 days of interruption. The student may be advised to withdraw rather than continue to interrupt consecutively over long periods of time. Re-registration at a later date and exemption from part of the programme of study may be considered on a case-by-case basis.

Useful pages/contacts

If you need any further information, please contact our Immigration team: Immigration@roehampton.ac.uk

https://www.roehampton.ac.uk/international/visas-and-immigration/

https://www.gov.uk/government/organisations/uk-visas-and-immigration

https://www.roehampton.ac.uk/international/visas-and-immigration/further-information-and- useful-resources/

Appendix 7: UKRI-funded Research Student Leave Policy

1. Purpose and Scope
This policy outlines the categories of leave available to research students funded by UKRI training grants and the processes for requesting leave. Students are not expected to be engaging with their studies during these periods of leave. It is important that UKRI-funded students are aware of their leave entitlements as these are particular to their funding arrangements and, in many cases, will extend their studentship. Periods of significant leave will also be recognized in appropriate adjustments to the timelines for doctoral milestones. It is an expectation of UKRI that family leave, medical leave and special leave will be formally recorded. It is also important that annual leave is recorded in the case of students on study visas. All students should keep their supervisory team and any other relevant organisations (for example non-HEI partners involved in collaborative studentships) aware of when they intend to take personal leave.

2. Categories of Leave
UKRI-funded students are entitled to four main categories of leave: Family leave; medical leave; additional leave and personal leave. The sections below summarise

leave entitlements for each category and University processes for applying for leave in each case.

2.1. Family Leave

Family leave must be applied for using the Roehampton Family Leave form, available on the Graduate School Moodle site and our current students' webpage. **It is critical that you indicate that you are funded by UKRI as requested on the form so that necessary adjustments can be made to your funding and studentship end date**.

2.1.1 Maternity Leave

Maternity leave may begin up to 11 weeks before the expected childbirth.
- Eligibility: Birth parent, and leave must begin before end of funded period.
- Stipend:
  - Full rate for first 26 weeks
  - Statutory Maternity Pay level for next 13 weeks
  - No stipend for final 13 weeks
- Studentship may be extended to account for periods of maternity leave.

2.1.2 Paternity/Partner's Leave

Partners of the birth parent are entitled to two weeks' paid leave. This must commence within 52 weeks of childbirth and within the funded period. 'Partner' here includes:
- The father/non-birth parent, or
- Partner in an enduring family relationship.
-

2.1.3 Adoption Leave

Funded adoption leave is available. A Student is eligible for Adoption Leave if the student has been newly matched with a child through an adoption agency, or if the student has used a surrogate during their Studentship. Leave during the studentship for a main adopter of a child in the UK begins when the child's placement starts, or an agreed period of time before the child's placement starts to support preparation.
Adoptions leave entitlements:
- Main adopters receive the same terms as Maternity Leave.
- Partners/co-adopters receive the same terms as Paternity Leave.
- The studentship may be extended to account for periods of adoption leave. Adoption appointments do not trigger an extension of the studentship, but the stipend may be drawn.

2.1.4 Neonatal Care Leave

Up to 12 weeks additional paid leave is available to students whose children require neo-natal care (one week per week of neonatal care). A Student is eligible for Neonatal Care Leave if:
(1) the birth of the child is within the funded period of the Studentship, or a planned period of Maternity Leave and the child is receiving neonatal care in a hospital and they are either (i) the mother/birth parent of the child or (ii) a father/non birth parent or partner of the mother/birth parent as defined in UKRI TGC 8.1.2. This is available to both birth and non-birth parents and the studentship may be extended accordingly.

2.1.5 Parental Leave (Unpaid)

Students may also request up to 1 month per year of unpaid parental leave to provide care for a child. No stipend may be drawn during this period of leave. This will be treated as an interruption of study and the students' studentship end date updated accordingly.

2.1.6 Bereavement of Parent/Main Adopter

In case of death shortly before or during Maternity/Adoption Leave, a partner may receive equivalent leave entitlements.

2.2. Medical Leave

Students funded by UKRI are entitled to paid sick leave. They should apply for leave using the sick leave form for UKRI funded students available via the Graduate School Moodle site and current student's webpage. Sick leave applications should be supported with appropriate evidence indicating you are unfit to study, but this can include supporting letters or statements from appropriate University services areas (for example, Wellbeing or Disabilities and Dyslexia teams). Where sick leave entitlements have been exhausted or will not cover the period of medical leave required, the student is advised to consult with the Graduate School regarding alternative interventions and support.

2.2.1 Eligibility

Conditions covered by sick leave include mental or physical illness, pregnancy-related sickness, antenatal and fertility appointments, disability-related illness or appointments, or gender reassignment where the student has received medical advice, they will require leave. Further details can be found in the UKRI Training Grant Terms and Conditions.

2.2.2 Sick leave entitlements

- Students may claim up to 28 weeks of medical leave in each rolling 12-month period. They must not exceed a maximum of 52 weeks of cumulative leave over the studentship.
-

2.3. Additional Leave

UKRI-funded students may also need to make use of a range of additional leave entitlements, including special (compassionate leave), baby loss leave and carer's leave. Students should make use of the Research Student Mitigating Circumstances form to apply for this leave, indicating the nature of the request, their source of funding and attaching any appropriate supporting evidence.

2.3.1 Special Leave (Compassionate)

This type of leave includes bereavement, pregnancy loss before 24 weeks, serious injury or illness to a dependent and other emergencies and events that will cause considerable disruption.

- Paid leave will normally be up to 5 days special leave pro rata although the University has discretion to approve up to days pro rata.
- In the following cases, up to ten days special leave will be provided pro rata:
  - Death of a parent, child, or close relative.
  - Pregnancy loss before 24 weeks (self or partner).
  - Baby loss via surrogacy.

2.3.2 Baby Loss Leave

A Student is entitled to this leave, in addition to Special Leave, if the student is
(1) the mother/birth parent or
(2) the father/non-birth parent/partner of the birth mother (as defined in TGC 8.1.2) and
(3) the baby is stillborn or born at any stage of pregnancy in or beyond week 24 of the pregnancy but dies within the first 52 weeks of being born.

In these instances, the student will continue to receive the same entitlements as they would under Family Leave. If the student has already taken Family Leave, their leave will continue unless the student opts to return early.

2.3.3 Carer's Leave
Students supporting dependents with a disability, age-related needs, or long-term illness may claim up to five days carer's leave per year pro rata. The studentship may be extended to take into account periods of carer's leave.

2.3.4 Additional Disability Leave
Students with disabilities may draw their stipend while awaiting the implementation of reasonable adjustments to support their studies. An extension to the studentship may be requested using the mitigating circumstances form where the disruptions is more than 5 days. Extensions of more than four weeks will require formal approval from UKRI. Students are not expected to be engaged in study during this type of leave.

2.3.5 Health & Safety Leave
Where a student cannot study due to an unresolved Health and Safety risk, and the University has made all other reasonable efforts to resolve the issue, students may continue to draw their stipend. An extension to the studentship may be requested for delays over five days up to a maximum of four weeks. Extensions over this length will require formal approval from UKRI.

2.3.6 Jury Service
Students who are required to undertake jury service may also apply for funded additional leave and an extension to the studentship may be provided in these cases.

2.4. Annual Leave
Students may take up to eight weeks per year of personal leave including public holidays. International students who are on study visas must complete the personal leave form to record their dates of leave when they will not be engaging with study. All funded students should inform their supervisory team when they intend to take leave and students who are working with non-University partner organisations, for example, as part of collaborative funding arrangements, should consider their obligations to these organisations when taking leave. Annual leave entitlements come out of the timeframe of the studentship and no extensions will be provided for personal leave.

3. Return to Study

Except in the case of Annual Leave, students returning from leave will receive appropriate support to enable their return to study. Supervisory teams will be expected to contact their students before their return to study to facilitate this and should normally meet with their students within one month of their return to study. This will be monitored by the Graduate School. Other professional service teams will be engaged where appropriate (for example, Wellbeing or Disabilities teams) in supporting students to return to study. Students may also request a phased return to study by contacting the Graduate School either directly or via their supervisory teams. Phased return adjustments may include making adjustments to doctoral milestones or temporarily adjusting the mode of study.

Version control

Research Degrees Handbook 1617 Final v1 *as at 20/10/2016*
Research Degrees Handbook 1617 Final v2 *as at 17/05/2017 Incorporating RSDP equivalence and online training definitions, more info about PGR study spaces, and more info re Research Student Travel Fund*
Research Degrees Handbook 1718 Final v1
Research Degrees Handbook 1718 Final v2 *Amendment RDB to RDCom*
Research Degrees Handbook 1819 Final v1 *as at 16/10/18* Research Degrees Handbook 1819 Final v2 *as at 22/02/2019 Incorporating Family Leave Policy, information on Research Ethics, changes to processes for changes in registration and examination.*
Research Degrees Handbook 1819 Final v3 *as at 15/04/2019 Incorporating changes to Director Studies roles and responsibilities and Models for supervisory team, Research student responsibilities, Responsibilities of the supervisory team, the research student-supervisor relationship and Resolving issues between PGRs and supervisors*
Research Degrees Handbook 21/22 Final v1 *as at 13/10/21* Research Degrees Handbook 22/23 Final v1 *as at 02/09/22 Research Degrees Handbook 23/24 Final v1 as at 04/09/23 Research Degrees Handbook 23/24 Final v1 as at 07/11/23 Research Degrees Handbook 24/25 in progress v1 as at 19/08/24*
Research Degrees Handbook 24/25 in progress v2 as at 02/09/24
Research Degrees Handbook 24/25 in progress v3 as at 11/09/24
Research Degrees Handbook 24/25 in progress v4 as at 17/09/24
Research Degrees Handbook 24/25 final as at 20/09/24
Research Degrees Handbook 25/26 in progress v1 as at 03/09/2025
Research Degrees Handbook 25/26 in progress v7 as at 25/09/2025
Research Degrees Handbook 25/26 final v7 as at 28/11/2025
Research Degrees Handbook 26/27 final as at 28/09/2026