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**POLICY ON RESEARCH STUDENT  
RESPONSIBILITIES**

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<b>Related Documents</b>	Policy and Procedure on the Monitoring of Research Students Policy on the Submission and Presentation of Research Degree Theses Research Integrity and Governance Code of Practice Academic Integrity Policy Code of Practice for PGR Teaching

## Alignment with the Expectations and Core practices of the revised UK Quality Code for Higher Education

This policy aligns with the following relevant Expectations and Core practices of the UK Quality Code for Higher Education:

Expectations for standards	Expectations for quality
The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.	From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.
Core practices for standards	Core practices for quality
	The provider designs and/or delivers high-quality courses.
	The provider actively engages students, individually and collectively, in the quality of their educational experience.
	The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students.
	Where the provider offers research degrees, it delivers these in appropriate and supportive research environments.
	The provider supports all students to achieve successful academic and professional outcomes.
Common practices for standards	Common practices for quality
The provider reviews its core practices for standards regularly and uses the outcomes to drive improvement and enhancement.	The provider reviews its core practices for quality regularly and uses the outcomes to drive improvement and enhancement.
	The provider engages students individually and collectively in the development, assurance and enhancement of the quality of their educational experience.

## **Policy on Research Student Responsibilities**

This document should be read in conjunction with the Student Conduct Regulations and the policies and procedures referenced in the sections below and listed in Appendix 1.

### **1. Overarching responsibilities**

1.1 As a research student of the University, you are expected to:

- .1 act as a responsible member of the academic community;
- .2 maintain appropriate standards of behaviour when conducting your research and when dealing with others;
- .3 take primary responsibility for your research programme, and for the development and completion of your project within the period permitted.

### **2. Understanding requirements**

2.1 You are expected to become familiar with and follow the relevant University regulations, policies and procedures that apply to your registration as a student and to your research degree programme.

2.2 At an early stage of your studies, you are expected to ensure that you:

- .1 are aware of the terms of your research degree programme, including expected attendance, compulsory training components and any specific requirements stipulated by your sponsors;
- .2 understand the University's regulations and policies relating to health and safety, intellectual property, data handling, research ethics and integrity, and finance matters, as applicable, seeking clarification where necessary;
- .3 establish appropriate protocols to keep relevant records of your work in such a way that they can be accessed and understood by anyone with a legitimate need to see them;
- .4 understand the University's policy on the open availability of research findings and plan an approach to your thesis from the outset that minimises any restrictions to public access for purposes of confidentiality.

2.3 If you undertake student teaching or demonstration activities, you must observe the Code of Practice for PGR Teaching.

### **3. Academic integrity**

- 3.1 In undertaking a research project, you are required to observe the Research Integrity and Governance Code of Practice and the Academic Integrity Policy, and adhere to their principles.
- 3.2 While your supervisors will provide support and guidance on what constitutes good research practice in the discipline and will direct you to appropriate training, you are responsible for understanding the expected standards of rigour and integrity relevant to your research, and for maintaining the highest standards of rigour and integrity in your work at all times.
- 3.3 Your specific responsibilities are to:
- .1 comply with mandatory research integrity and research ethics training requirements;
  - .2 comply with relevant ethical, legal and professional frameworks, obligations and standards;
  - .3 ensure that your research is subject to active and appropriate consideration of ethical issues;
  - .4 raise any uncertainties you have regarding accepted norms of research activity with your supervisors at the earliest opportunity so that they can advise and/or arrange training;
  - .5 ensure that the work and ideas that you produce for assessment, review and any form of presentation to any audience are your own, except for the use of permissible sources and contributions, correctly attributed;
  - .6 ensure that your research methods, procedures, findings and data are reported honestly;
  - .7 allow your research methods, procedures, findings and data to be open to scrutiny, subject to any confidentiality restrictions of a studentship agreement.

#### 4. **Working with your supervisors**

- 4.1 As a research student, you are expected to take full advantage of your supervision. At the start of your programme you are expected to discuss with your supervisors their expectations of you, their respective roles and responsibilities, and how the supervision process will work in practice.
- 4.2 Specifically, you are expected to:
- .1 be prepared to discuss an appropriate working pattern with your supervisors, including a schedule of meetings (at least one formal meeting per month), and the type of guidance you find helpful;

- .2 engage with your supervisors to clarify the aims of the research and to identify the research training required, based on an updated inventory of your own training needs;
- .3 maintain a professional approach to your supervision, ensuring that you prepare adequately for meetings and observe agreed deadlines for submitting work;
- .4 agree an approach with your supervisors on the record-keeping of formal supervisory meetings, and keep copies of the record;
- .5 be open and honest with your supervisors if you are encountering difficulties with your project or understanding feedback;
- .6 accept the value of constructive criticism, and seek an assessment of the strengths and weaknesses of your work from your supervisors;
- .7 take account of guidance and feedback, and of corrective action proposed by your supervisors in the event of problems;
- .8 keep in regular and frequent contact with your supervisors, including when you are based away from the University, and be pro-active in maintaining contact when necessary;
- .9 discuss planned absences, such as holiday arrangements, with your supervisors, and seek appropriate permissions;
- .10 keep supervisors informed of circumstances that impact on the agreed schedules for meetings and submitting work, and negotiate reasonable alternatives;
- .11 recognise the competing demands that are made on a supervisor's time and be aware that they cannot always respond to you immediately.

## 5. **Your training and development**

- 5.1 It is your responsibility to participate in the training and development opportunities agreed with your supervisors and/or Director of Postgraduate Research.
- 5.2 You are expected to take advantage of opportunities to engage with others in the research environment.
- 5.3 As part of the Policy and Procedure on the Monitoring of Research Students, you will be required to maintain records of your research and professional development.

## 6. **Your research degree programme**

- 6.1 In undertaking your research degree programme, you are expected to take responsibility for the progress and integrity of your work, and for your development as a professional researcher.
- 6.2 You are expected to devote sufficient time to your study to make continued satisfactory progress, ensuring that competing demands on your time do not impede your progress. If you are registered on a full-time programme, your time commitment to your study should equate to that of full-time employment, and this should be a pro-rata equivalent if you are studying part-time.
- 6.3 Specifically, you are expected to:
- .1 engage in induction provided by your School and the University, and any partner organisation where applicable;
  - .2 develop and maintain a Research Plan that defines the aims and scope of your project, a time-line for completion, and the key stages of research and research training;
  - .3 organise and undertake your work according to your agreed Research Plan;
  - .4 be aware of the academic requirements of your programme, the standard of work expected and the monitoring events for progression;
  - .5 comply with the Policy and Procedure on the Monitoring of Research Students;
  - .6 work towards a suitable, scholarly standard of written and spoken English/Welsh for monitoring requirements and your thesis examination;
  - .7 follow Health and Safety advice at all times, including when undertaking fieldwork or study away from the University;
  - .8 make appropriate use of study and research facilities, and if required to share facilities, do so with due regard for fellow students/workers.

## 7. **Annual leave**

- 7.1 Annual leave is to be taken by arrangement with your supervisors, and in accordance with your programme requirements (e.g. avoiding progress review meetings and training courses) and any sponsorship obligations.
- 7.2 For your health and wellbeing, you are expected to take your annual leave, which, for full-time research students, is 40 days (8 weeks) per year,

inclusive of all Bank Holidays and University closure days, and is the pro-rata equivalent for part-time students.

## 8. **Dealing with difficulties**

- 8.1 It is important that problems and concerns are identified and resolved promptly, and you are expected to raise them at the earliest opportunity.
- 8.2 You are expected to alert a supervisor, your Director of Postgraduate Research or another appropriate person in your School to any specific needs or factors that might affect your work or progress.
- 8.3 Complaints and concerns should be reported through the Student Complaints Procedure.

## 9. **Submission and completion**

- 9.1 You are expected to have completed all or much of your thesis by the end of your fees-payable period of study, and to submit your thesis for examination within the regulated timescale.
- 9.2 It is your responsibility to:
  - .1 allow sufficient time for preparing your written thesis and pay particular attention to final proof-reading;
  - .2 provide your supervisors with sufficient time to comment on the final draft of your thesis and take account of their advisory comments prior to your submission date;
  - .3 ensure that your thesis is of the necessary written standard for examination;
  - .4 make appropriate preparations for the viva examination and attend the examination as required;
  - .5 report in writing any extenuating circumstances or reasonable adjustment requests in relation to the viva examination.
- 9.3 The requirements in relation to the format and submission of your thesis are set out in the Policy on the Submission and Presentation of Research Degree Theses.



## Appendix 1

- 1 The following regulations, policies and procedures relate specifically to research degree study:

### **Research Degree Regulations**

### **Research Degree Assessment Regulations**

### **Regulations for Higher Doctorates**

### **Regulations for PhD by Published Works**

Procedure for the Application, Submission and Examination of PhD by Published Works

Procedure for the Application, Submission and Examination of Higher Doctorates

Policy on the Submission and Presentation of Research Degree Theses

Policy and Procedure on the Deposit of Electronic Theses (E-Theses)

Policy and Procedure for the Appointment of Research Degree Examining Boards (viva examination)

Policy and Procedure for the Conduct of Research Degree Examinations

Policy and Procedure on Bars on Access to Research Degree Theses

Policy on Research Student Supervision

Policy on Supervisor Responsibilities

Policy on Research Student Responsibilities

Policy and Procedure on the Monitoring of Research Students

Unsatisfactory Progress or Engagement Policy and Procedure (Research Students)

Extenuating Circumstances Policy and Procedure (Research Students)

Interruption of Study and Extension to Time Limit Policy and Procedure (Research Students)

Policy on Maternity, Adoption, Paternity/Partner and Parental Leave for Research Students

Policy on Late Submission of Research Degree Theses

Procedure for the Re-Registration of Former Research Degree Students for Examination

Academic Misconduct Procedure (Research Students)

Policy and Procedure on the Induction and Training of Research Students

- 2 The following regulations, policies and procedures apply to all students:

## **Student Study and Engagement Regulations**

Reasonable Adjustment Policy and Procedure

Return to Study Procedure (Taught and Research Students)

Non-Engagement with Study Procedure (Taught and Research Students)

## **Student Conduct Regulations**

Student Conduct Procedure

Student Support Intervention Policy and Procedure

Fitness to Practise Procedure

Academic Integrity Policy

## **Student Complaints, Appeals and Review Regulations**

Student Complaints Procedure

Academic Appeals Policy and Procedure

University Review Procedure