

# York St John University

## Postgraduate Research Student Protocol

2019/2020

### Overview

Up until June 2015, all postgraduate researchers (PGRs) at YSJU were candidates for research degrees of the University of Leeds (UoL), whilst registered at York St John University (YSJU). This Protocol only applies to PGRs still on University of Leeds research degrees, i.e. not those starting from October 2015 or those who have elected to transfer to YSJU research degrees. These arrangements are under the general supervision of the UoL's Graduate Board.

The UoL Graduate Board is responsible for securing and enhancing the quality and standards of research degree programmes awarded by the UoL. YSJU is represented on UoL Graduate Board by a nominated YSJU Professor. Arrangements for UoL research degree candidatures are set out in the UoL's Code of Practice for Research Degree Candidatures.

This document sets out in detail the protocol adopted for the implementation of the UoL's Code of Practice at YSJU. YSJU ensures its arrangements for the provision of research degrees, as a minimum, meet the arrangements set out in the UoL's Code of Practice for Research Degree Candidatures, through compliance with this document.

Within this Protocol, specific responsibilities may be delegated to School Research Leads and/or to Postgraduate Research Tutors within Schools.

Candidates registered on practice-led research degrees with YSJU's School of Humanities, Religion & Philosophy, School of Performance & Media Production or School of Art, Design & Computer Science must also comply with the [Protocol for practice-led research degree candidatures](#) which supplements this Protocol.

### 1. General

PGRs are an essential part of the research community at YSJU. Some candidates are early career researchers, coming directly from an undergraduate degree, who will receive relevant research and generic training to enable them to enter a variety of fields upon completion of their degree. However, others may be returning to higher education after a significant break. Many of these mature candidates will already have significant skills and research experience, but may need to refresh some skills (e.g. the latest information retrieval skills). All candidates have unique development needs that should be explored and plans to satisfy their individual needs (e.g. through UoL or YSJU courses, conference or seminar attendance etc.) should be detailed in their training plan. This Protocol incorporates all elements of the UoL Code of Practice for Research Degree Candidatures, while integrating the specific context of study at York St John University and the additional expectations, opportunities and restrictions that this entails. It sets out a framework of shared responsibilities between YSJU, supervisors and PGRs with the aim of delivering successful research degree programmes according to national and international expectations and to inspire all our PGRs to develop their full potential. This Protocol also outlines for research degree candidates the minimum standards they can expect in connection with the supervision of their research degree study at YSJU.

Registry at YSJU has responsibility for producing the YSJU Protocol, which is subject to ratification by YSJU's Research Degrees Sub Committee. As long as candidates are still working towards University of Leeds research degrees, the minimum standards of the UoL

	<p>Code of Practice for Research Degree Candidatures will be incorporated in this YSJU Protocol, which will be subject to ratification by the UoL's Graduate Board.</p> <p>Registry at YSJU will ensure that this Protocol is available to PGRs, YSJU academic and administrative staff and the UoL. The Protocol will be made available electronically through the YSJU Document Directory, the Research section of YSJU's <a href="#">Quality Gateway</a> and the <a href="#">Moodle</a> Virtual Graduate Centre VLE site.</p>
2.	<u>Management Structure at YSJU</u>
2.1	The UoL Dean of the Leeds Doctoral College maintains strategic oversight of the PGR experience and works through the UoL Graduate Board to develop policies that maintain and assure the academic standards of research degree awards and enhance the experience of PGRs.
2.2	<p>The YSJU Pro Vice Chancellor (Research &amp; Knowledge Exchange) has overall responsibility for research, including postgraduate researchers, at YSJU. The lead committee for research degrees at YSJU is the University's Quality &amp; Standards Committee (QSC). The Quality &amp; Standards Committee is a sub-committee of the Academic Board with a remit to be responsible for the quality of programmes and the student experience.</p> <p>In addition to QSC, there are a Research Degrees Sub Committee (RDSC) and a Postgraduate Research Supervisors' Forum (PRSF).</p> <p>The RDSC is a sub-committee of the Quality and Standards Committee with responsibility for oversight of research degree provision, including monitoring the progress of PGRs, making decisions in relation to standard admissions and the appointment of YSJU supervisors and reporting on YSJU PGRs' experience of their degrees. Matters relating to the wider research environment are the responsibility of the YSJU Research Committee. Chaired by a research-active senior member of YSJU staff, with significant experience of supervising PGRs, RDSC is comprised of three School Research Leads, one Head of School, one School Postgraduate Research Tutor, the YSJU representative on UoL Graduate Board, a representative of UoL Graduate Board, the Chair of the PRSF, the Head of the Research Office, a PGR representative and a YSJU Student Union representative. To ensure confidentiality, matters relating to individual PGRs are dealt with as reserved business without the student representatives present.</p> <p>The PRSF meets at least eight times per year and provides an opportunity for the support, development and discussion of PGR supervision. It is jointly chaired by two members of staff who have significant research degree supervision experience and are research active, and includes the School Research Leads, all research supervisors (including external supervisors) and the Head of the Research Office.</p> <p>The Pro Vice Chancellor (Research &amp; Knowledge Exchange) delegates day-to-day responsibility for PGRs to Schools. Responsibility for central PGR records and oversight of procedures relating to quality and standards rests with Registry. Liaison with the University of Leeds is the responsibility of the Academic Registrar. The Head of the Research Office is responsible for the provision of induction and generic training for PGRs. Each YSJU School is managed by a Head of School and has a designated School Research Lead. There are a number of <a href="#">Postgraduate Research Tutors</a> based in the Schools.</p>
2.3	The above management structure enables YSJU to handle postgraduate research matters with a clear and effective method for report and discussion of individual matters and matters of policy. At School level this is done by the School Research Leads and School Postgraduate Research Tutors and at University level it is through Research Degrees Sub Committee.

	<p>The UoL role of Director of PGR Studies (previously known as Postgraduate Research Tutor (PGRT)) is divided between staff at YSJU. School Research Leads are responsible for the recording of progress and attendance monitoring for PGRs. The YSJU Academic Registrar is responsible for liaison with the UoL Postgraduate Research and Operations (PGRO). School Research Leads/Postgraduate Research Tutors are responsible for pastoral care and conducting and recording annual pastoral meetings. Monitoring of progress and the identification of issues of concern and good practice is carried out by the RDSC and reported annually to the Quality and Standards Committee through the Annual Monitoring Report for Research.</p>	
3.	<u>Supervision</u>	
3.1	<p>Supervisors for YSJU PGRs are, in standard cases, appointed by YSJU's RDSC under delegated authority from the UoL Graduate Board. It is the responsibility of the School Research Leads to recommend suitable supervisors for appointment. Registry is available to advise on this in relation to the Approved Register of Supervisors and to liaise with PGRO at UoL. Where co-supervisors are appointed, one is to be identified as the main supervisor. Potential supervisors are required to attend a course on research degree supervision before being recommended for appointment as a supervisor.</p>	
3.2	<p>Supervisors will have been appointed at the admission stage but changes may be required over the duration of the candidature. It is the responsibility of the Head of School, in conjunction with line managers within the School, to ensure that no YSJU supervisor is overloaded with supervisory responsibilities and the position of individual members of staff should be reviewed regularly. As a guideline, YSJU staff without 'sole supervisor status' should not normally be supervising more than three PGRs, while those with 'sole supervisor status' should not normally supervise more than six as the main supervisor, or ten in total as co-supervisor. The numbers of PGRs allocated to each member of staff will be reported annually to YSJU's RDSC. In the case of UoL co-supervisors' workload, the UoL Code of Practice applies.</p>	
3.3	<p>The responsibilities of a supervisor may be summarised as follows:</p>	
	(i)	ensuring that the PGR is introduced to the facilities of the School and the University that are relevant to their research and that they are fully aware of relevant Health and Safety regulations;
	(ii)	assisting the PGR in defining the topic which is to be tackled in the course of the research. It is vital that this should give sufficient scope for investigation appropriate to the degree, but not be so large a topic that it cannot be mastered within the normal period of the candidature. Where the research is sponsored by an outside body, the terms of such sponsorship must be carefully considered;
	(iii)	assisting the PGR to clarify the research question which the study seeks to address, and to establish details of the research programme, such as resources required and, where appropriate, the experimental design;
	(iv)	ensuring, in consultation with the School Research Lead that the PGR has access to the necessary facilities for the research;
	(v)	approving a timetable of work and endeavouring to see that it is followed. Supervisors should emphasise to PGRs that the University attaches great importance to the timely completion of research;
	(vi)	conducting, with the PGR, a training & development needs analysis within one month of commencement of study and agreeing a training plan; (See YSJU Postgraduate PGRs' Training and Development Needs Analysis and Plan: <a href="https://www.yorks.ac.uk/research/forms--instructions/">https://www.yorks.ac.uk/research/forms--instructions/</a> )
	(vii)	reviewing the training plan regularly (at least annually) and to assist the PGRs in identifying other training needs and in reflecting upon their personal development, for instance by reference to the Statement on Learning Outcomes (See website: <a href="http://ses.leeds.ac.uk/info/22168/student_support-related_policies/646/ordinances">http://ses.leeds.ac.uk/info/22168/student_support-related_policies/646/ordinances</a> ).

(viii)	where the programme contains subject specific modules, directing the PGR through the relevant programme of courses;
(ix)	seeking to ensure that the PGR receives available research training (e.g. by attendance at courses) which may be necessary or appropriate in the individual case;
(x)	making PGRs aware of any relevant Research Governance requirements and informing them of ethical procedures and ethical review;
(xi)	making PGRs aware of YSJU's policy on Research Data Management, including storage, backup and encryption; (See YSJU York St John University Research Data Management Policy: <a href="https://www.yorks.ac.uk/research/research-ethics--integrity/research-data-management/">https://www.yorks.ac.uk/research/research-ethics--integrity/research-data-management/</a> )
(xii)	agreeing a supervisory programme with the PGR and arranging regular meetings with the PGR throughout the programme of study (including the overtime period) (see 3.8 below);
(xiii)	ensuring that, where appropriate, the PGR is aware of the University's arrangements for reviewing transfer to full degree registration and that appropriate guidance on preparing for transfer is provided;
(xiv)	preparing regular reports on the PGR's progress (see 6.1 below);
(xv)	ensuring, in partnership with the PGRs, that there are written records of all formal supervisory meetings;
(xvi)	commenting within a reasonable time on written work submitted by the PGR;
(xvii)	otherwise advising generally on the research and preparation of the thesis;
(xviii)	alerting the School Research Lead and Registry in a timely manner, to any situation where it may become necessary to request a suspension or extension of study for a PGR;
(xix)	reporting to the Academic Registrar (who will liaise with PGRO at UoL) any suspected instance of research misconduct including plagiarism;
(xx)	ensuring that the PGR receives written feedback on the assessment of progress, and to draw to the attention of the PGR problems when they arise, where necessary this should be done in writing;
(xxi)	taking action to bring to the attention of the School Research Lead any concerns about a PGR's unsatisfactory progress;
(xxii)	reading and commenting on the whole of the draft thesis prior to submission provided that it is made available by the PGR in reasonable time. It is essential that a timetable for submission of the draft thesis is agreed with the PGR in advance of the maximum time limit which allows the supervisor a reasonable length of time to carry out this duty and for the PGR to act on any comments received. Any planned periods of absence by the supervisor from the University should be taken into account.
(xxiii)	keeping the Head of School, School Research Lead and Registry informed of any absences likely to impact upon time available for supervisory duties;
(xxiv)	sending forward recommendations for the appointment of Examiners to the School Research Lead and to the Academic Registrar (who will liaise with PGRO at UoL);
(xxv)	ensuring that the PGR is aware of the UoL arrangements for the examination of research degree theses (See website: <a href="http://ses.leeds.ac.uk/downloads/download/526/the_guide_to_the_thesis_examination_process_for_students_which_includes_the_thesis_format_requirements">http://ses.leeds.ac.uk/downloads/download/526/the_guide_to_the_thesis_examination_process_for_students_which_includes_the_thesis_format_requirements</a> ) and the time limits for submission and ensuring that the PGR receives appropriate guidance about the oral examination including, where requested, a "mock viva";
(xxvi)	reporting to YSJU Registry and (in the case of overseas PGR) YSJ Visa & Compliance when there has been no contact with an individual PGR or when there has been a pattern of absences which is affecting the PGR's progress or causing concern for the PGR's well-being in accordance with the University's attendance monitoring policy (See UoL website:

		<a href="http://ses.leeds.ac.uk/info/22168/student_support-related_policies/1069/attendance_monitoring_postgraduate_research_students">http://ses.leeds.ac.uk/info/22168/student_support-related_policies/1069/attendance_monitoring_postgraduate_research_students</a> );
	(xxvii)	engaging with internal and external opportunities for CPD in research supervision to maintain contemporary expertise.
3.4		In circumstances where supervisors leave the University, they must ensure that, as soon as possible, the Head of School and School Research Lead are notified. In this situation, the Head of School must ensure that alternative and acceptable supervision arrangements are recommended to YSJU's RDSC or in non-standard cases the UoL Graduate Board through Registry. (See UoL website: <a href="http://ses.leeds.ac.uk/downloads/download/203/guide_for_research_degree_supervisors">http://ses.leeds.ac.uk/downloads/download/203/guide_for_research_degree_supervisors</a> )
3.5		Where the supervisor is likely to be absent from the University for an extended period, the Head of School should ensure that some appropriate arrangements are made for advising the PGR and that the progress of a PGR is not detrimentally affected by the absence of the supervisor. Where the absence exceeds two months, arrangements will normally be put in place to identify an alternative supervisor or co-supervisor to ensure the continuity of supervision is maintained.
3.6		PGRs have responsibilities as follows:
	(i)	To reach agreement with the supervisor on an appropriate training plan;
	(ii)	to carry out research effectively, to attend the University, to present work regularly and to an adequate standard in an appropriate form and against an agreed timescale, taking into account any holiday entitlement;
	(iii)	to prepare issues they wish to discuss at supervision meetings and to seek out the supervisor as problems arise;
	(iv)	to agree to a supervisory programme, to maintain regular contact with their supervisor(s) and to attend formal supervision meetings throughout the programme of study (including the overtime period) (see sections 3.8);
	(v)	ensuring, in partnership with the supervisor, that there are written records of all formal supervisory meetings;
	(vi)	to draft reports of supervisory meetings and to submit, when requested, regular written summaries of overall progress to their supervisors or, where appropriate, to the Head of School, School Research Lead or School Postgraduate Research Tutor;
	(vii)	to comply with normal working arrangements in the YSJU School;
	(viii)	to discuss with their supervisor whether any teaching or other work undertaken will adversely affect the time available for the conduct of the research and make appropriate arrangements;
	(ix)	to comply with Health and Safety requirements;
	(x)	to comply with YSJU Research Governance requirements, and to apply for ethical approval from the relevant Cross-School Research Ethics Committee whenever appropriate; (See YSJU website: <a href="https://www.yorksj.ac.uk/research/research-ethics-integrity/">https://www.yorksj.ac.uk/research/research-ethics-integrity/</a> )
	(xi)	to comply with YSJU's policy on Research Data Management, including storage, backup and encryption; (See YSJU York St John University Research Data Management Policy: <a href="https://www.yorksj.ac.uk/research/research-ethics-integrity/research-data-management/">https://www.yorksj.ac.uk/research/research-ethics-integrity/research-data-management/</a> )
	(xii)	to take measures to attend appropriate training courses, personal development programmes and research seminars in consultation with their supervisor;
	(xiii)	to be familiar with the regulations and procedures of UoL and YSJU relevant to research degree candidatures and to comply with them; (See UoL website: <a href="http://students.leeds.ac.uk/info/10112/research_degrees">http://students.leeds.ac.uk/info/10112/research_degrees</a> ; see YSJU website: <a href="https://www.yorksj.ac.uk/document-directory/registry/research/">https://www.yorksj.ac.uk/document-directory/registry/research/</a> )
	(xiv)	to ensure that they complete registration and make payment of fees at the appropriate times;

	(xv)	to make use of relevant facilities provided by UoL and YSJU and abide by the regulations specified for the use of these facilities;
	(xvi)	to assist the University in keeping their personal record up to date by cooperating fully with administrative procedures;
	(xvii)	to promptly draw to the attention of the supervisor or School Research Lead when there is a situation where it may be necessary to request a suspension or extension of study. If appropriate, documentary evidence should be provided (e.g. medical certificate);
	(xviii)	to consult with the School Research Lead, School Postgraduate Research Tutor or appropriate senior member of staff within the School or the Academic Registrar, in confidence, if they have serious concerns about the student/supervisor relationship;
	(xix)	to discuss with the supervisor, in good time where possible, should they wish to be away from their research activity for a substantial period (e.g. in the case of a full-time student for more than five working days);
	(xx)	to make available to the supervisor for comment, within an agreed timescale, the whole of the draft thesis prior to submission;
	(xxi)	To ensure that at all times they observe high standards of academic conduct and integrity and are aware of the consequences of failure to observe YSJU and UoL requirements.
3.7		PGRs are encouraged to develop and maintain Personal Development Plans, for example through use of the <a href="#">Vitae Researcher Development Framework Online Planner</a> . In cases where PGRs are already using a professional body's Personal Development Plan or Portfolio, they may use this for their recording and reflecting on their development during their research degree.
3.8		The requirement is that a full-time PGR will have a minimum of 10 supervision meetings a year. The relevant number for part-time PGRs is 6 a year. At times when PGRs are abroad or at other institutions in the UK (e.g. for data collection in the second year) formal supervisory contact may take place by other means (e.g. telephone, video conferencing, Voice over Internet Protocol (VoIP) (e.g. skype), email). Whilst the pattern and timing of meetings will vary according to the precise stage of the candidature and between subject areas it is expected that meetings will be held regularly throughout the standard period of study with gaps between meetings of no more than 8 weeks for full-time PGRs (or 12 weeks for part-time PGRs). School Research Leads may specify a higher minimum number of meetings than the University minimum given above. Notes should be kept of all formal supervision meetings, signed by both PGR and supervisor (electronic sign off by e-mail is acceptable).
3.9		<p><u>Commitment to Research Activity</u></p> <p>It is important that a research project is completed within the standard period of study. It provides the preparation and training for a professional career and requires the same commitment to meeting objectives and timescales for the completion of work. Full-time PGRs are therefore expected to work on their research project for periods of time that are comparable to a full-time academic post (the equivalent of an average of at least 40 hours a week). Part time PGRs are expected to work the equivalent of an average of at least 20 hours per week. This does not include paid work. It is inevitable that your work load will be variable during the course of the year and it should be agreed with your supervisor(s). When approaching a specific deadline such as the submission of a thesis additional hours of work will be necessary. PGRs are encouraged to maintain a good work/life balance (see <a href="#">YSJU Research Degrees Handbook</a> for information on holiday entitlement).</p> <p>PGRs are, as part of their work load, expected to undertake other professional activity, for instance to attend conferences, undertake field work and other research activities outside the University during the course of their studies.</p>

3.10	<p>In order to keep the research on course for submission before the maximum time limit, it is expected that supervisory contact will continue during any overtime period after the end of the standard period of study. Full-time PGRs will continue to be entitled to a minimum of 10 supervision meetings a year (and part-time candidates a minimum of 6 a year). The meetings must be recorded and may take place in a variety of forms (for example in face to face meetings when the PGR is in the UK or by other means such as video conferencing, telephone, Voice over Internet Protocol (VoIP) (eg skype) or email where appropriate). It is the responsibility of the candidate to initiate these meetings and to provide the supervisor(s) with written drafts of the thesis for comment by the supervisor within an agreed timescale.</p>		
4.	<p><u>Supervisory Support</u></p>		
4.1	<p>YSJU only uses two of the UoL models of supervision, Model 1(a) and Model 1(b) :</p> <table border="1" data-bbox="284 607 1505 943"> <tr> <td data-bbox="284 607 435 943">Model 1:</td> <td data-bbox="435 607 1505 943"> <p><u>Co-supervision</u></p> <p><u>Either</u> (a) one main supervisor together with a Research Support Group of between 2-3 (which may include individuals from outside the School or external to the University); the Research Support Group is advised to meet with the student every 6 months to review progress and to discuss this with the PGR.</p> <p><u>or</u> (b) one main supervisor with one or more co-supervisor(s) (at least one of whom may be external to the University of Leeds or York St John University).</p> </td> </tr> </table> <p>The model of supervision adopted for a particular candidate may change during the period of study. Whatever supervision model is adopted at least one member of the supervisory team must satisfy the UoL's eligibility criteria to act as a sole supervisor.</p>	Model 1:	<p><u>Co-supervision</u></p> <p><u>Either</u> (a) one main supervisor together with a Research Support Group of between 2-3 (which may include individuals from outside the School or external to the University); the Research Support Group is advised to meet with the student every 6 months to review progress and to discuss this with the PGR.</p> <p><u>or</u> (b) one main supervisor with one or more co-supervisor(s) (at least one of whom may be external to the University of Leeds or York St John University).</p>
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4.2	<p>All YSJU PGRs have more than one supervisor to support them. School Research Leads are also available to provide additional support. Whatever model of supervision is adopted, a one to one pastoral meeting with a Postgraduate Research Tutor (normally from the PGR's parent School) must be offered annually to all YSJU PGRs. This provides an opportunity for the Postgraduate Research Tutor (or their alternate if they are supervising the PGR) to review progress, discuss this with the PGR and to enable the PGR to comment upon the nature of the supervision received and to draw attention to any matters of concern. Where a Postgraduate Research Tutor is the supervisor an alternate must be appointed to enable PGRs to seek independent sources of advice when a PGR/supervisor relationship is not working well.</p>		
5.	<p><u>Formal assessment and monitoring</u></p>		
5.1	<p>The progress made by a PGR towards meeting the learning outcomes of their research degree will be formally assessed on an annual basis during the course of the research degree.</p>		
	<p>All review meetings must include the PGR, main supervisor (and co-supervisors if available) and an independent assessor (from a cognate discipline, but from outside the supervisory team) who will chair the review meeting.</p> <p>The following documentation must be submitted by the PGR, with relevant input from the main supervisor, for each review meeting:</p> <ul style="list-style-type: none"> <li>• A piece of written work that presents an opportunity to assess academic progress without detracting from completion of the research and thesis writing. The content of the written work is to be agreed between the supervisor and the PGR in accordance with any School requirements and should be appropriate to the point the PGR has reached in their candidature;</li> </ul>		

	<ul style="list-style-type: none"> <li>• A reflection on progress to date, this might include completed chapters / laboratory work and conference attendance;</li> <li>• A plan for completion of the research and the thesis within the remaining period of study (eg Gantt chart);</li> <li>• Completed <i>Progress Report for Review</i>;</li> <li>• Updated <a href="#">Training and Development Needs Analysis</a> and <i>Training Plan</i>;</li> <li>• An up-to-date supervision log covering the previous 12 month period.</li> </ul> <p>RDSC will consider reports as reserved business and appropriate steps will be taken where issues are identified.</p> <p>YSJU uses standard forms for PGR progress monitoring:</p> <ul style="list-style-type: none"> <li>• Progress Report for Review</li> <li>• Review Meeting Report</li> </ul> <p>These forms are available at: <a href="https://www.yorks.ac.uk/document-directory/registry/research/university-of-leeds/">https://www.yorks.ac.uk/document-directory/registry/research/university-of-leeds/</a></p>
5.2	<p>Where progress is deemed to be unsatisfactory, the Unsatisfactory Academic Performance Procedure should be initiated, the PGR should be interviewed by the School Research Lead and the supervisor and specific instructions and objectives given. The PGR should be advised that failure to meet those requirements may lead to a recommendation for the termination of the candidature.</p>
5.3	<p>A comprehensive record of the PGR's candidature will be maintained on the central student record held by Registry. This will include notes of supervision meetings, review reports, the agreed TDNA/training plan, suspensions and extensions, upgrades, exam entry and other information (for example, medical certificates) that require liaison with UoL. These records must be maintained in accordance with Data Protection legislation. The School Research Lead will have overall responsibility for ensuring that formal assessment and monitoring takes place and that any emerging issues are addressed.</p>
5.4	<p>School Research Leads are strongly encouraged to make provision for PGRs to present their work regularly at seminars involving staff and other PGRs.</p>
6.	<p><u>Student Representation, Feedback and Channels of Communication and Complaints</u></p>
6.1	<p>Registry is required to ensure that PGRs are represented on Research Degrees Sub Committee and the Research Office is required to ensure that PGRs are represented on the University Research Committee. Student representatives will not be involved in the consideration of matters relating to individual PGR cases. YSJSU provides the mechanism for PGRs to nominate and elect PGR representatives.</p>
6.2	<p>YSJU is committed to giving its PGRs the best learning experience it can. It prides itself on being a responsive and supportive organisation and in listening to its PGRs, but recognises that they may sometimes encounter problems. If a YSJU PGR is dissatisfied with any aspect of YSJU's provision, they should first try to deal with the problem by discussing it with the member of staff most immediately concerned. Many problems can be speedily resolved by a direct approach.</p> <p>In cases where PGRs do not feel that they have received a satisfactory response to a direct approach, or feel unable to raise the problem locally, advice may be sought from supervisors, the PGR's School Postgraduate Research Tutor, School Research Lead, the Head of the Research Office, the Students' Union or the appropriate person named in the List of Contacts within the <a href="#">Students Complaints Policy and Procedure</a>. Where appropriate, an informal resolution may be sought.</p>

	<p>If an informal resolution is not appropriate, or is regarded as unsatisfactory, YSJU has its own formal complaints procedure, available at: <a href="https://www.yorksj.ac.uk/ssr/policies-and-regulations-/appeals-and-complaints-/">https://www.yorksj.ac.uk/ssr/policies-and-regulations-/appeals-and-complaints-/</a></p> <p>The Student Casework Manager (<a href="mailto:casework@yorksj.ac.uk">casework@yorksj.ac.uk</a>) can answer general questions about the complaints process. The Students' Union can provide independent advice and support in making a complaint.</p> <p>Any formal complaint by a PGR at Stage 2 or beyond is also copied to PGRO at UoL for information (a copy of which will be forwarded to the UoL Complaints Officer). Should a PGR remain dissatisfied by the response from YSJU to a complaint, they may ask the UoL Complaints Officer to consider any outstanding concerns. If the complaint cannot be resolved by UoL, and the PGR remains dissatisfied with the outcome, they may seek a review of the University's decision by the Office of the Independent Adjudicator for Higher Education (OIA). More information can be found on the OIA website: <a href="http://www.oiahe.org.uk">www.oiahe.org.uk</a></p>
6.3	<p>YSJU has an appeals procedure for PGRs, which dovetails with that of UoL. A copy of the YSJU procedure can be found at <a href="https://www.yorksj.ac.uk/ssr/policies-and-regulations-/appeals-and-complaints-/">https://www.yorksj.ac.uk/ssr/policies-and-regulations-/appeals-and-complaints-/</a> and the UoL procedure is available at <a href="http://www.leeds.ac.uk/secretariat/student_cases.html">http://www.leeds.ac.uk/secretariat/student_cases.html</a>. The appeal procedures cover cases where a PGR wishes to contest an adverse academic decision, e.g. cases of insufficient academic progress or final viva examination. Appeals about insufficient progress are dealt with by YSJU, with the possibility of final review by the UoL. Appeals concerning a final examination are dealt with directly by UoL. In both cases, the initial case should be made in writing to the Academic Registrar, who will determine whether the appeal should be dealt with by YSJU or UoL.</p> <p>(See YSJU website: <a href="https://www.yorksj.ac.uk/ssr/policies-and-regulations-/appeals-and-complaints-/">https://www.yorksj.ac.uk/ssr/policies-and-regulations-/appeals-and-complaints-/</a> see UoL website: <a href="http://www.leeds.ac.uk/secretariat/student_cases.html">http://www.leeds.ac.uk/secretariat/student_cases.html</a>)</p>
6.4	<p>The University periodically surveys PGRs about their experience and satisfaction with arrangements and facilities for research degrees. Feedback in all forms is welcome at any time.</p>
7.	<p><u>Minimum standards of facilities provision</u></p>
7.1	<p>The UoL Graduate Board has specified that access to facilities such as printing, photocopying and common room facilities for full-time PGRs should be commensurate with the requirements for the research being conducted by the PGR. At YSJU these facilities are mainly provided in the Graduate Centre in Holgate, within which PGRs have:</p> <ul style="list-style-type: none"> <li>• Desks and locker space for flexible work and storage;</li> <li>• Opportunities for interaction with fellow researchers and academic staff;</li> <li>• Access to the University's computing network and internet;</li> <li>• Access to a printer for work relating to their research;</li> <li>• Access to a telephone for work relating to their research.</li> <li>• Access to a networked photocopier</li> </ul> <p>Graduate Centre facilities are accessible 24 hours a day 7 days a week except when YSJU is closed (dates listed in the YSJU Research Degrees Handbook <a href="https://moodle.yorksj.ac.uk/course/view.php?id=99">https://moodle.yorksj.ac.uk/course/view.php?id=99</a>). These facilities are also available to part-time PGRs.</p>
7.2	<p>Major equipment and computer software/hardware resourcing issues are the responsibility of the Schools. Minor equipment and computer needs for individual PGRs can be funded through PGR expenses (subject to individual maximum limits).</p>

	<p>The Fountains Learning Centre provides library services for YSJU PGRs. It is recognised that no one library can satisfy researchers needs, so to support PGRs the following are provided:</p> <ul style="list-style-type: none"> <li>• Access to the range of databases and online resources provided by YSJU;</li> <li>• Unlimited interlibrary loans;</li> <li>• Support and training provided by Academic Liaison Librarians</li> <li>• Membership of SCONUL Access, at researcher level, which provides access to almost all UK HEI libraries, including borrowing rights at the University of Leeds libraries;</li> <li>• Key books and periodicals may be purchased with funds from individual PGRs' expense accounts.</li> </ul> <p>In addition, PGRs are encouraged to exploit the opportunities to join and use other libraries with research collections, for example the British Library's Boston Spa repository, which offers Reading Room facilities and access to the UK's largest book and periodical repository.</p>
8.	<p><u>Responsibilities of staff at York St John University with regards to PGRs</u></p>
	<p>The responsibilities may be summarised as follows (although carrying out roles to support these functions may be delegated):</p>
	<p>The Pro Vice Chancellor (Research &amp; Knowledge Exchange):</p> <ul style="list-style-type: none"> <li>• Ensuring that an adequate management structure and procedures are in place for handling postgraduate matters;</li> <li>• Ensuring that minimum standards of facilities are available to PGRs (operation, monitoring and reporting to be carried out by student representatives, Registry and Research Office staff);</li> <li>• Ensuring that there are appropriate procedures in place in the University to consider appeals by PGRs as set out in the procedures governing PGRs published at <a href="https://www.yorks.ac.uk/ssr/policies-and-regulations/appeals-and-complaints/">https://www.yorks.ac.uk/ssr/policies-and-regulations/appeals-and-complaints/</a> to Appeals Procedure;</li> <li>• Chairing appeals panels for internal York St John appeals.</li> </ul> <p>YSJU Heads of School have responsibility for the following, but may delegate to the School Research Lead:</p> <ul style="list-style-type: none"> <li>• Recommending supervisors to YSJU RDSC or the UoL Graduate Board, through Registry;</li> <li>• Recommending alternative and acceptable supervision arrangements when a supervisor leaves YSJU;</li> <li>• Ensuring that no supervisor is overloaded with supervisory responsibilities and reviewing the position regularly;</li> <li>• The delegation, where relevant, of responsibilities for postgraduate matters to appropriate individuals.</li> </ul> <p>YSJU Research Office have responsibility for:</p> <ul style="list-style-type: none"> <li>• Provision of induction and generic research skills training;</li> <li>• Course booking with SDDU at UoL;</li> <li>• Ensuring that PGRs are represented on Research Committee through liaison with York St John Students' Union</li> </ul> <p>YSJU Registry have responsibility for:</p>

	<ul style="list-style-type: none"> <li>• Liaison with PGRO at UoL and all associated tasks;</li> <li>• Ensuring that a comprehensive record of the research degree candidature of all students is maintained;</li> <li>• Ensuring that PGRs are represented on Research Degrees Sub Committee through liaison with York St John Students' Union.</li> </ul>
9.	<u>Assessment processes for research qualifications</u>
9.1	The UoL Graduate Board prescribes arrangements whereby the criteria, regulations and learning outcomes for the award of different types of research degrees are clear, rigorous and widely available. At York St John University this information is available to all PGRs through the availability of the YSJU Research Degrees Handbook, and UoL Ordinances and Regulations on the YSJU website and through the Moodle 'Virtual Graduate Centre' VLE site. Supervisors and School Research Leads are available to discuss these criteria with PGRs.
9.2	<p>The PGR and their supervisor will complete the UoL Examination Entry Form and forward to the School Research Lead and Academic Registrar. Once countersigned by both the School Research Lead and Academic Registrar, the form will be sent to UoL. This should be done not less than three months before the candidate intends to submit the thesis for examination. Functions of the form include:</p> <ul style="list-style-type: none"> <li>• finalising the title of the thesis;</li> <li>• providing UoL with details of the proposed external and internal examiners;</li> <li>• ensuring appropriate governance in respect of the research being submitted as part of the research degree.</li> </ul>
9.3	<p>The UoL Graduate Board publishes eligibility criteria for the appointment of Examiners. As a minimum, two appropriately qualified Examiners are appointed for each candidate with at least one Examiner being external to both the UoL and YSJU. Internal Examiners are required to attend a UoL training course before acting in this capacity. No member of staff who has been substantially involved in the research may serve as an Internal Examiner. Responsibility for the consideration and review of recommendations for the appointment of Examiners is delegated by the UoL Graduate Board to its Examinations Group, which monitors the frequency of appointments of examiners.</p> <p><a href="http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/955/regulations_codes_policies_and_procedures_for_postgraduate_research">http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/955/regulations_codes_policies_and_procedures_for_postgraduate_research</a></p>
9.4	In order to ensure consistency within the examination process, Examiners receive written instructions on the relevant UoL procedures together with the criteria for the recognition of different levels of achievement. These instructions are supplied to any YSJU staff involved in examinations.
9.5	<p>After the submission of the thesis all candidates for research degrees are required to undergo an oral examination, which will be conducted in English, with the appointed Examiners, and:</p> <ul style="list-style-type: none"> <li>• the examination should normally take place within a maximum time scale of three months from the date of the dispatch of the thesis to the Examiners;</li> <li>• the Examiners must prepare separate, independent written reports before the viva and, following the viva, a joint report which contains a recommendation in accordance with the stipulated UoL criteria;</li> <li>• a supervisor may be an observer at the examination at the request of the PGR and, if not present, must be available for consultation with the Examiners if required;</li> <li>• the Examiners should advise the candidate informally of the recommendation being sent forward, normally within 24 hours of the completion of the oral examination. The details will depend upon the precise recommendations being sent forward.</li> </ul>

	Where appropriate, information about the University appeals procedure (see 7.2 above) should be provided to the candidate.
	<u>University of Leeds monitoring</u>
	The UoL Graduate Board requires its Examinations Group to monitor and review all aspects of the examination, including the selection of examiners, the implementation of the procedures, the nature and details of the reports and the overall performance of candidates and staff within YSJU.

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