



Hull York Medical School
Code of Practice on Postgraduate Research Degrees
 (Previously the Code of Practice on Postgraduate Research Students)

Approval Process:	
Committee	Outcome/Date of approval
Postgraduate Programmes Board	September 2017 and Chair's Action taken following minor amendments on 14 th September 2017
Board of Studies	28 th September 2017 and Chair's Action taken following minor amendments on 4 th October 2017
Joint Senate Committee	26 th October 2017 and Chair's Action taken following minor amendments on 10 th November 2017
To be implemented from:	13 th November 2017
Next due for review:	Annually
Responsibility to update:	Chair of Postgraduate Programmes Board

Publication:	
Location	Date
Hull York Medical School website	13 th November 2017
K:drive	13 th November 2017

To obtain this Code of Practice in an alternative format:

Contact governance@hyms.ac.uk

Academic progress: a student will be required to meet key academic requirements in order to make formal progress through an academic programme.

Admission: the process of applying for, and gaining entry to, a course (programme of study). Higher education providers have their own processes in place governing decisions about selection and entry

Board of Studies: the principal academic committee of Hull York Medical School. It is accountable to the Senates of the Universities of Hull and York through the Hull York Medical School Joint Senate Committee, and is the sole Hull York Medical School committee to report to Hull York Medical School Joint Senate Committee

Continuation period: a student that has not completed their research degree within the “research period” may be able to apply for a continuation period. See Regulation 2 for more detailed information. This may also be called a “writing up” period.

Co-supervisor: a member of staff who provides additional supervisory input, academic and pastoral support to the student (see [Part A, Section 4.3](#))

Formal Supervisory Meeting: a pre-arranged, formal meeting between the student and supervisors to review and reflect on progress and discuss issues arising during the period of studies. Although the format and structure is intentionally broad, formal supervision meetings should take place at least monthly throughout the research period. Additional meetings with supervisors may be held as required.

Independent Assessor of Progress: a member of staff, nominated by the supervisor(s) who will assess student progress at Progression TAP meetings (See [Part A, Section 6](#))

Leave of Absence: taking a break from studies. It effectively ‘stops the clock’ of the student’s registration. Leave of absence is also known as ‘intercalation’ at the University of Hull and ‘suspension of enrolment/registration’ at the University of York. For the avoidance of doubt, the term ‘leave of absence’ should be used in Hull York Medical School. Please refer to the [Hull York Medical School Policy on Leave of Absence](#).

Mitigating Circumstances: problems that students have encountered which go beyond the normal difficulties experienced in life and that have affected their academic performance adversely during the assessment period for which they are claiming. Please refer to the [Hull York Medical School Policy on Mitigating Circumstances](#).

Postgraduate Training Scheme: a taught programme which Hull York Medical School research students are required to complete during their research degree in order to submit their thesis. Please see [Section 8](#) for more information.

Research period: the period that a student is registered on their programme and is expected to engage in study, training, supervision and thesis completion. See Regulation 2 for more detailed information.

Student(s): all students applying for or studying on an MSc by Thesis, MD, MPhil or PhD by thesis.

Supervisor: a member of staff who has overall supervisory oversight of the research project and development of the student.

Thesis Advisory Panel: a panel of academic staff, including the supervisor(s) and an Independent Chair, who will formally monitor student progress and development at a series of meetings throughout the programme.

Tier 4 Student: an overseas student studying on a Tier 4 Visa (or equivalent, as may in the future be prescribed by the UK Visas and Immigration or any other agency as mandated by the UK Government)

Postgraduate Programmes Board: The Postgraduate Programmes Board is responsible for postgraduate taught and research degree programmes and is accountable to the Hull York Medical School Board of Studies.

Postgraduate Senior Tutor: a member of academic staff who provides pastoral support and care beyond that normally expected of the supervisor.

1	Introduction	5
SECTION A: Students		
2	Selection, admission and induction of students	6
3	The research environment	6
4	Supervision and support.....	7
5	Duration of study.....	8
6	Thesis Advisory Panel (TAP).....	8
7	Progression TAPs and formal reviews of progress.....	11
8	Hull York Medical School Postgraduate Training Scheme (PGTS).....	12
9	Writing up, submission and examination of theses.....	13
10	Conduct, welfare, work during studies, attendance and absences.....	14
11	International student support and monitoring.....	15
12	Feedback, complaints and appeals.....	16
SECTION B: Supervisor and Co-supervisor		
13	Selection, admission and induction of students	17
14	Supervision	17
15	Co-supervisors	18
16	Duration of study.....	19
17	Thesis Advisory Panel (TAP).....	19
18	Progression TAPs and formal reviews of progress.....	20
19	Postgraduate Training Scheme.....	22
20	Writing up, submission and examination of theses.....	22
21	Conduct, welfare, work during studies, attendance and absences.....	22
SECTION C: TAP		
22	Thesis Advisory Panel (TAP).....	23
23	TAP Chairs.....	24
24	Independent Assessors of Progress.....	25
25	Progression TAPS	25
APPENDIX		
1	Appendix 1: The criteria for research degrees.....	26
2	Appendix 2: Responsibilities at School level.....	28
3	Appendix 3: Responsibilities of the supervisory team.....	30
4	Appendix 4: Responsibilities of the research student	32
5	Appendix 5: Four-year PhD programmes.....	33
6	Appendix 6: Formal reviews of progress: Progression criteria.....	33

I. Introduction

- 1.1 Hull York Medical School encourages all research students, whether full-time or part-time, to **develop the skills** of research necessary to make their own contribution to the advancement of knowledge.
- 1.2 Research success, will be judged by the completion and submission of a thesis within a specified timescale leading to the award of a research degree. Hull York Medical School will endeavour to give all research students every assistance to achieve this goal. However, a successful outcome also demands that all students undertaking research show both a commitment and a willingness to be imaginative yet self-critical. There should be intellectual excitement and personal satisfaction with the discovery of new knowledge or the establishment of new ideas. This Code of Practice should be read with this general framework in mind.
- 1.3 This Code of Practice is for use by postgraduate research students engaged in research projects, their supervisors, and the members of the Thesis Advisory Panel (TAP). It is based on a Code of Practice prepared by the Committee of Vice-Chancellors and Principals circulated to all universities. It also takes account of the [Quality Assurance Agency \(QAA\) UK Quality Code for Higher Education Part A \(August 2015\)](#) and [Chapter B11 \(August 2014\)](#). Its aim is to set out the procedures and practices which have been adopted on matters relating to postgraduate research degrees. These must be followed closely to avoid problems during the course of a student's registration.
- 1.4 This Code of Practice refers to and should be read in conjunction with the following Hull York Medical School Regulations governing research degrees:
 - [Regulations for MSc by Thesis](#)
 - [Regulations for MPhil and PhD by Thesis](#)
 - [Regulations for the degree of Doctor of Medicine \(M.D.\)](#)
- 1.5 This Code of Practice is split into **THREE** parts:
 - **Part A** covers the information necessary for the **student** to undertake a research degree at the Hull York Medical School
 - **Part B** covers the information necessary for a **member of staff to supervise** a research student at the Hull York Medical School
 - **Part C** provides information for members of Thesis Advisory Panels (TAPs) and Independent Assessors of Progress
- 1.6 [An appendix](#) is included in this Code of Practice to provide further guidance notes on practice.
- 1.7 The criteria for each award are described in detail in [Appendix I](#).

Part A: Students

In this part, we will use the word “you” to refer to students, “we” to refer to Hull York Medical School, “supervisor” to refer to your principal supervisor and “TAP” to refer to members of your Thesis Advisory Panel. This document is intended to describe the various processes that will apply to you as you complete your research degree at Hull York Medical School. It follows the timeline of study, beginning with admission and induction and culminating in the processes for examination and award.

2 Selection, admission and induction of students

- 2.1 We follow our [Code of Practice on Postgraduate Admissions for Hull York Medical School Programmes](#) governed jointly by the University of Hull and the University of York, which describes admissions procedures for research degrees. These are applied clearly and consistently and enable equality of opportunity. All members of Hull York Medical School involved in the selection and admission process must comply with the above Code of Practice.
- 2.2 You are **required** to attend the formal induction to Postgraduate Research Degrees organised by Hull York Medical School. This induction is normally within three months of enrolling, and is additional to the information provided in this document, and will include details about standards of research degrees, supervision arrangements, Thesis Advisory Panel (TAP), formal monitoring of progress, personal development and postgraduate training and pastoral support.
- 2.3 In addition, you are **required** to attend inductions delivered by Hull York Medical School Research Centres and relevant laboratory/research groups.
- 2.4 You **may** choose to attend wider induction programmes at your university of registration.

3 The research environment

- 3.1 By offering you a position to undertake a research degree, we are committed to providing an environment that supports learning about, and the undertaking of, research, and where you can maximise your potential and complete your degree successfully within the regulated timescale. The environment should be enabling and instructional, and is conceived of as a place of learning and development, as well as of research productivity.
- 3.2 This provision may be delivered directly by us or through collaborative arrangements. It should enable you to create and interpret new knowledge through original research and advanced scholarship, of a quality to i) satisfy peer review, ii) extend the forefront of the discipline and iii) merit publication, while accepting that uncertainty is a feature of any research programme.
- 3.3 Such an environment should enable you to develop intellectual maturity and encourage high level reflection on your own learning about research practice as well as on research outcomes.
- 3.4 You will develop self-awareness of your own contribution to the research environment, whether in a research team or network where your research forms part of a larger research programme, or working independently on a self-contained project.

4 Supervision and support

- 4.1 Your relationship with your supervisor is crucially important during your research degree. We have systematic and clear supervision arrangements in place, which are enshrined in the regulations governing Research Degrees, to ensure that you have opportunities for access to regular and appropriate supervisory support.
- 4.2 You **will be** appointed a **principal supervisor** who will have the appropriate skills and subject knowledge to support and encourage you, and to monitor your progress effectively. Your principal supervisor will usually be your main point of contact during your studies.
- 4.3 In addition, you **will be** appointed a **co-supervisor** to provide additional academic and pastoral support to you. A co-supervisor may be a member of staff at Hull York Medical School, The University of Hull, the University of York, appropriate employees of the NHS, or, where necessary, an external university or research institute.
- 4.4 Usually, your co-supervisor would be expected to assume supervisory responsibility should your principal supervisor be unable to do so for any reason. If your co-supervisor is external to Hull York Medical School, the University of Hull or the University of York, new supervisory arrangements will be made. Supervisors shall be appointed with due regard for issues of conflict of interest.
- 4.5 Your supervisory team have ultimate responsibility for ensuring due process, in terms of satisfying requirements for supervision meetings, attendance monitoring (notably for Tier 4 students), project management, and relevant research ethics.
- 4.6 You **share** responsibility with your principal supervisor for ensuring that regular and frequent contact is maintained. Regular formal supervisory meetings should be held to support your research and training development and to review progress and attainment. You **must** document each formal supervision meeting. You may use the pro-forma that we provide you with, or any other method of recording details of supervision meetings as agreed by you and your supervisors.
- 4.7 Formal supervisory meetings **must** take place **at least** monthly over the year for full-time students and at least six times over the year for part-time students, except in special circumstances, such as suspension of registration or study leave approved by Hull York Medical School. During your first year, supervisory meetings should normally be about once a fortnight to help you start your project and to identify areas where you need some additional training.
- 4.8 In exceptional cases your relationship with your supervisor(s) might not work well. In such rare cases, we will arrange alternative independent sources of advice to resolve difficulties with the supervisory relationship through the Postgraduate Programmes Board. Where resolution is not possible, either you or your supervisor(s) may request that supervisory responsibilities be changed. However, any change must be by mutual agreement between Hull York Medical School and yourself, and must be permitted by the terms of any sponsorship agreement. Any such request is subject to the approval of the Postgraduate Programmes Board.
- 4.9 You will be offered access to an independent mentor, who sits outside the formal supervisory system. The mentor will provide support independent of the

supervisory team, and so will have experience of supervising research students. Consequently, any mentor shall be an employee of Hull York Medical School, The University of Hull, The University of York, or an appropriate employee of the NHS. Your mentor will maintain confidentiality unless, in the opinion of the mentor, you are in danger of harm. Concerns will be reported to the Hull York Medical School Postgraduate Senior Tutor in the first instance.

- 4.10 The Hull York Medical School is committed to providing you pastoral support throughout your studies. Should you experience difficulties that affect your studies, you should first contact your supervisor. Where this is not appropriate, you may contact the Postgraduate Team (postgraduate@hyms.ac.uk) or the Student Support Office (studentsupport@hyms.ac.uk), who will be able to signpost you to relevant assistance.
- 4.11 Furthermore, all students have the right to access advice and support from the Hull University Union (HUU), The York University Student Union (YUSU) and/or the York Graduate Students Association (York GSA). Within these offices, students can expect support on a range of personal pastoral and academic issues. Further support is available for international students from the York International Students Association or the Hull International Students Association.

5 Duration of study

- 5.1 Your duration of study is governed by your programme regulations. Please see the following sections for details:
- [Regulations for MSc by Thesis](#) (sections 2, 6 & 7)
 - [Regulations for MPhil and PhD by Thesis](#) (sections 5, 6 & 7)
 - [Regulations for the degree of Doctor of Medicine \(MD\)](#) (section 5)
- 5.2 In accordance with Regulations governing your degree, you may be entitled to a continuation period. This refers to additional time beyond that of the prescribed period of study (or research period). Details can be found in the regulations governing the degree for which you are registered. You may not generate primary research data in your continuation/writing up period.

6 Thesis Advisory Panel (TAP)

- 6.1 You **will be** supported by a Thesis Advisory Panel (TAP). TAP meetings **are additional** to regular supervisory meetings. Details of who will sit on your TAP panel can be found in Part B, [Section 17.2](#) and [17.3](#). TAPs have four main purposes
- to provide you with overall support for your research and to maximise your likelihood of completing your research programme successfully within the regulated timescale.
 - to assess your academic progress and professional development at fixed formal progression monitoring points throughout the degree.
 - to provide intervention to address any issues relating to academic progress and professional development.
 - to provide you with an opportunity to report confidentially on the supervisory relationship or any other issues or concerns with the programme.

- 6.2 There are three types of TAP meetings; **Preparatory TAP, Progression TAP and Pre-submission TAP**.
- During a **Preparatory TAP** your work will be critically, yet formatively evaluated by the panel, and guidance on further development, where necessary, will be given.
 - During a **Progression TAP**, your academic progress will be formally assessed (See [Section 7](#) for further details).
 - Three months before the end of your research period, you will have your final TAP, called a **Pre-submission TAP**, where you will be given advice and guidance on the preparation of the final thesis as well as the examination. At this meeting, you should have a documented discussion regarding appointment of examiners.
- 6.3 Progression TAPs are not required for students undertaking an MD or MSc by thesis.
- 6.4 Your **Preparatory and Pre-submission TAPs** will normally consist of the principal supervisor, your co-supervisor, and a chair. Where the project demands additional academic expertise, up to two further members may be appointed.
- 6.5 Your **Progression TAPs** will consist of your TAP members AND one additional member of academic staff to act as independent an **Independent Assessor of Progress**.
- 6.6 You will normally meet with your TAP two times per year, normally every six months. Attendance in person is normally expected. Details of the timings and nature of TAP meetings can be found in [Table I \(overleaf\)](#).
- 6.7 Any member of the panel, including you, may request additional TAP meetings, or additional reporting. The TAP is expected to meet only during your Research period. The target dates of the TAP meetings to be held during the research degree programme **will** be made clear to you at the outset of the programme.
- 6.8 TAP meetings are not required during any Writing Up (continuation) Period (see [section 5](#) for details).
- 6.9 In preparation for the TAP meetings, you **must** submit a portfolio of material specified by the Postgraduate Programmes Board and any additional material requested by the TAP. A description of this can be found on Blackboard or available on request from the Hull York Medical School Postgraduate Office.
- 6.10 You must submit your TAP materials to all members of your TAP **and** the Postgraduate Office at least one week in advance of the arranged meeting. This enables the TAP time to review the material, however feedback will only be provided after the TAP meeting.
- 6.11 A request for an extension to your TAP deadline will not be considered until you are within two months of your TAP. Any extension will normally be limited to two months.
- 6.12 Any extension to the deadline for a TAP does not alter the timing of the next formal review of progress (if applicable), nor change the period of enrolment, nor alter the deadline for submission of the thesis.
- 6.13 Extensions to the deadline for TAPs will normally be made in accordance with the Hull York Medical School [Policy on Mitigating Circumstances](#).

- 6.14 In your TAP meetings, you will be given an opportunity to comment confidentially on the quality of supervision you have received. This will be in three ways:
- in advance of the meeting using the Pre-TAP Student Comment Form and/or
 - orally to the TAP Chair in the absence of the supervisor and co-supervisor and/or
 - after the TAP meeting, confidentially and directly to the Postgraduate Office.
- 6.15 If you do not feel that your TAP is operating effectively or properly, you should inform the Chair of the Postgraduate Programmes Board.
- 6.16 Your TAP Chair will submit the completed paperwork to the Postgraduate Office within five working days.
- 6.17 Your TAP will advise you on any requests for adjustments to the normal programme it recommends or that you have requested, such as suspension, extension, exceeding word limits, change of programme and any other special cases. In exceptional circumstances, your TAP may also recommend the school impose a Leave of Absence on the grounds of risk, in accordance with the [Hull York Medical School Regulations for MPhil and PhD by Thesis](#) or [MSc by Thesis](#).

Table 1: Frequency of TAP meetings

	MSc by Thesis	PhD	PhD (4 year route)	MPhil	MD
Preparatory Prep. TAP 1	3 months	3 months	3 months	3 months	3 months
Progression Prog. TAP 1	N/A	9 months	9 months	9 months	N/A
Preparatory Prep. TAP 2	N/A	15 months	15 months	15 months	9 months
Progression Prog. TAP 2	N/A	21 months	21 months	N/A	N/A
Preparatory Prep TAP 3	N/A	27 months	27 months	N/A	15 months
Progression Prog. TAP 3	N/A	N/A	33 months	N/A	N/A
Preparatory Prep. TAP 4	N/A	N/A	39 months	N/A	N/A
Pre- Submission TAP	9 months	33 months	45 months	21 months	21 months

Note: Part time programmes follow this timeline, but continue six monthly TAP meetings until conclusion of your registration **or** the start of your continuation period. Additionally, Progression TAP meetings are only held every two years (i.e. month 21, month 45, month 69).

7 Progression TAPs and formal reviews of progress

This section applies only to students studying for a PhD or MPhil; MD and MSc by Thesis degrees do not have Progression TAPs

Purpose of formal reviews of progress

- 7.1 The purpose of Progression TAPs, with their formal review, is to ensure that you are making satisfactory progress towards your research goal. Progression TAPs take place on an annual basis for full-time PhD and MPhil students (see [Table I](#)) and every two years for part-time PhD and MPhil students (See [Table I](#)).
- 7.2 Your progress will be assessed by the Chair of your TAP and an additional Independent Assessor of Progress, who will attend only your Progression TAP meetings.
- 7.3 Progression TAPs are not intended to judge you on your project nor the likelihood of getting the final award.

Progression TAP meetings.

- 7.4 In a Progression TAP, the panel will consider the evidence from you, alongside a supervisor's progress report both prepared using the relevant Hull York Medical School pro-formas. Based on these elements the TAP Chair and Independent Assessor of Progress will decide whether you have met, or not met, the relevant progression criteria, and will make a recommendation regarding student progression to the Postgraduate Board of Examiners and consequently to the Board of Studies.
- 7.5 Successful progression, where you meet the relevant Hull York Medical School criteria, should be recommended to, and will be approved by the Postgraduate Board of Examiners. You may continue with your studies and will receive feedback within five working days.

Failure to meet progression criteria; Referral

- 7.6 If at your first attempt your **TAP Chair** and **Independent Assessor of Progress** decide that you have not yet met the relevant Hull York Medical School progression criteria, they will recommend a Referral for an Extraordinary Progression TAP. The recommendation will be considered by the Postgraduate Board of Examiners. If the Postgraduate Board of Examiners endorses the recommendation, you will be informed of the next steps.
- 7.7 After consultation with your supervisors, your TAP Chair will provide you with clear written feedback within **five working days** about why the progression criteria were not met and the reasons for recommending Referral for an Extraordinary Progression TAP. This report will clearly explain what you would need to do to meet the relevant progression criteria at your second attempt.
- 7.8 A Referred Extraordinary Progression TAP **must** be held within **12 weeks of the original** Progression TAP. You will be required to resubmit your TAP material, addressing clearly the areas that were deficient in the Progression TAP and detailing how you have now satisfied the progression criteria.
- 7.9 If the TAP Chair and Independent Assessor of Progress decide that you have met or exceeded the relevant progression criteria at the second attempt they will recommend that you be progressed.

- 7.10 If you progress at the second attempt this does not alter the timing of the next formal review of progress (if applicable), nor change the period of enrolment, nor alter the deadline for submission of the thesis.
- 7.11 If the TAP Chair and Independent Assessor of Progress decides that you **have not** met the relevant progression criteria at the second attempt, you will be **deemed to have failed the progression point** and you will be either transferred to an MPhil programme (for students enrolled on a PhD programme only); or be transferred to a Master's by Research programme (for students enrolled on a MPhil Programme); or your enrolment with the University shall be terminated. You will be given clear reasons for the recommendation. If the Postgraduate Board of Examiners endorses the recommendation of the Progression TAP, it will be forwarded to the Board of Studies for consideration and approval, subject to ratification of the Hull York Medical School Joint Senate Committee.
- 7.12 You retain the right of appeal against a failure to progress, as outlined in the Regulations, and described in the [HYMS Code of Practice on Academic and Fitness to Practise Appeals](#). You must confirm whether you wish to contest a recommendation for transfer or withdrawal within 28 calendar days of the recommendation being endorsed by the Postgraduate Board of Examiners, otherwise the recommendation will stand.
- 7.13 Transfer to an alternative programme is subject to the approval of any extensions, if required, and you will be bound by the regulations and requirements of their new programme.

8 Hull York Medical School Postgraduate Training Scheme (PGTS)

- 8.1 You are required to follow the Hull York Medical School Postgraduate Training Scheme (PGTS) consisting of structured and accredited modules relating both to your specialist field of study and to generic/transferable skills.
- 8.2 As part of the Hull York Medical School PGTS, you must undertake formal training in research integrity, availing yourself of the most suitable training opportunities available.
- 8.3 Unless granted formal exemptions by Hull York Medical School, students registered for a **PhD** (full-time and part-time) are required to acquire during their period of study a minimum of **60 credits** which will qualify them for the award of a Postgraduate Certificate in Research Training. Students undertaking an MPhil must acquire during their period of study a minimum of **40 credits**. Students registered for an **MSc by Thesis** are required to complete a minimum of **20 credits**. Students registered for an MD do not have a specified number of credits, but they are encouraged strongly to take opportunities for training offered by the PGTS.
- 8.4 Unless you have been granted exemptions, you may not submit your thesis until you have successfully gained sufficient credits.
- 8.5 With the agreement of your supervisors, TAP members, and the Academic Lead for Postgraduate Training, you may take a maximum of 120 credits. A Postgraduate Diploma in Research Training will be awarded for successful achievement of 120 credits without exemptions.
- 8.6 In collaboration with your principal supervisor, you should conduct a regular Training Needs Analysis to identify your changing needs for PGTS modules to

develop personal and professional skills, considering the diversity of both your prior experience and of the environments in which you may later draw upon these skills.

- 8.7 The Hull York Medical School Personal Development and Research Training Handbook lists a wide range of modules most relevant to researchers offered by the Universities of Hull and York and the Yorkshire and Humber Postgraduate Deanery. You should choose the relevant modules listed in the handbook following your Training Needs Analysis.
- 8.8 If there are any training needs identified which are not met by the modules available in the handbook, you may contact the Academic Lead for Postgraduate Training to discuss other training options.
- 8.9 With the prior approval of the Academic Lead for Postgraduate Training, assessment of Recognition of Prior Learning (RPL) may be used to award credits for modules which you have completed at other universities or professional bodies, to count toward a proportion of PGTS credit requirements.
- 8.10 You are required to formally register for the PGTS modules using the pro forma provided by Hull York Medical School. Registering your intention to study with Hull York Medical School does not constitute registration onto a module and you must follow the guidance in the Handbook on Postgraduate Training. You should provide a brief justification on the module choices based on your Training Needs Analysis.

9 Writing up, submission and examination of theses

- 9.1 You must submit your thesis on or before the end date of your period of registration. Failure to submit the thesis by the deadline may result in your degree not being awarded. If the end date falls on a weekend or bank holiday, the deadline for submission will be the **next working day after the holiday**.
- 9.2 Three months before you intend to submit your thesis, you should notify us, using the pro forma provided by Hull York Medical School. This is to allow sufficient time for nomination of examiners and planning for examination arrangements.
- 9.3 You must follow the Hull York Medical School requirements for the presentation, deposit and binding of theses. Theses that do not follow the requirements will not be accepted for examination and will be returned to you for revision until the requirements are met.
- 9.4 In accordance with the regulations governing [MSc by Thesis](#), [MPhils and PhDs](#), and [MDs](#), you must submit two copies of your thesis to the Hull York Medical School for examination. These theses may be 'soft-bound', but must adhere to the presentation guidelines as described in the "Completion and Submission" folder, which can be found in the "Progression, TAPs and Submission" folder in Hull York Medical School "Postgraduate Research Area" of Hull York Medical School Virtual Learning Environment, Blackboard. Following examination, you must resubmit one hardbound copy of your thesis and one electronic copy. The final thesis must also adhere to the presentation guidelines outlined above.
- 9.5 You will be examined based on your thesis and an oral examination (also known as viva voce or viva), against the criteria specified in the degree regulations. The viva normally takes place within three months of submission. The viva is not a

requirement for the examination of MSc by Thesis and is only conducted at the request of the examiners.

- 9.6 You will be examined by two appropriately qualified examiners, at least one of whom is external to Hull York Medical School and the Universities of the Hull and York. If you are, or have been a member of staff, you will normally be examined by two external examiners. The nomination of examiners is recommended by the Postgraduate Board of Examiners to the Board of Studies and Hull York Medical School Joint Senate Committee for formal approval.
- 9.7 In addition to your examiners, Hull York Medical School will appoint an independent, non-examining chair of the viva, who may not contribute to the assessment judgement. The role of the independent chair is to ensure fairness and consistency in the oral examination, and is in line with best practice as recommended by the QAA. All participants should follow the [Hull York Medical School Code of Practice: Chairing Viva Voce Examinations for Research Degree by Thesis / Published Work](#).
- 9.8 You may also request that your supervisor be present for the examination as a silent observer. Any requests must be agreed by the examiners and approved by the Hull York Medical School Board of Studies.
- 9.9 Following your viva, you will be formally informed by the Postgraduate Programmes Board in writing of the examination outcome, along with the joint report, and if relevant, the list of corrections and deadline for resubmission. This will normally be sent to you within seven working days of the viva.
- 9.10 Where revisions are required, you may seek guidance from your supervisor(s) to revise the thesis.
- 9.11 Your degree award can only be confirmed after you have made any corrections to the satisfaction of your examiners and deposited one hardbound copy and one electronic copy of the thesis to the Postgraduate Office, and subsequent approval by the Hull York Medical School Board of Studies and the HYMS Joint Senate Committee.

10 Conduct, welfare, work during studies, attendance and absences

- 10.1 As a research student, you must abide by the national, University and Hull York Medical School regulatory frameworks on [health and safety](#), [information and technology](#), [academic and research integrity](#), [student research misconduct](#), [equal opportunities](#), [harassment](#), and [whistle-blowing](#) (links to be added).
- 10.2 We are committed to a [Policy of Equal Opportunities](#) and are pursuing an environment in which all students and staff are able to participate fully in the academic and social life of the institutions. If you have particular needs relating to aspects of your identity you should discuss these with your supervisor, your TAP Chair, Mentor or Senior Postgraduate Tutor.
- 10.3 If you have a disability or have a long-standing pre-existing medical condition, you should seek advice and assistance from Disability Services at your University of registration. If you have any disabilities, specific learning difficulties or mental health conditions we urge you to make us, in the Hull York Medical School Postgraduate Office, aware at the earliest opportunity, so that we can signpost you to the relevant support in the universities, anticipate support requirements and provide reasonable adjustments.

- 10.4 We will identify a **Senior Postgraduate Tutor** who provides pastoral support for research students in addition to the support provided by individual supervisors. The primary point of contact for advice and help is the Hull York Medical School Postgraduate Office. The Universities of Hull and York also provide a range of support services on careers, counselling, accommodation, finance, and equality, diversity and inclusion.
- 10.5 Should you require adjustments to your studies, for example a Leave of Absence, extension to your normal registration, extension to writing up, early submission or transfer of degree programme, you should discuss this with your supervisor and TAP, prior to completing a Student Special Cases form and submitting these to the Hull York Medical School Postgraduate Office.
- 10.6 We allow full-time postgraduate research students to undertake paid employment in accordance with the [Regulations on PhD and MPhil](#). If you intend to undertake part-time paid employment you should consult your principal supervisor to ensure that any proposed part-time employment is compatible with study. Permission to work is subject to any restrictions imposed by the funding body and UK Visas and Immigration (UKVI).
- 10.7 Where circumstances allow, students are able to undertake up to 180 hours per year of teaching related activities. In such circumstances, students are defined as Postgraduate Research Students Who Teach (PGWTs) or Graduate Teaching Assistants (GTAs). Careful consideration must be undertaken to balance research commitments and teaching duties. This should be documented within 4 weeks of commencing studies, and annually reviewed by the supervisory team and student.
- 10.8 Postgraduate research requires a high level of engagement which will usually involve attendance at identified research locations. You should discuss attendance expectations with your principal supervisor when you begin your research and establish a timetable and location of research activity. Attendance is **required** at supervisory and TAP meetings, and **expected** at formal seminars, journal clubs, lab meetings, Hull York Medical School research conference, and other activities.
- 10.9 Subject to the agreement of your supervisors, and any conditions placed by the funding body, you may take reasonable holidays (annual leave) not exceeding 30 days (plus bank holidays) in any year. You are responsible for recording your annual leave.
- 10.10 Planned absences, such as holidays, fieldwork or conferences should be discussed with your supervisors in advance.

11 International student support and monitoring

- 11.1 Through the Universities of Hull and York, we provide a range of support to international students such as immigration advice, orientation, and English language support. If you are an international student, we encourage you to participate in activities of International Students' Associations (ISA) and Graduate Associations at Hull and York. The Postgraduate Office can provide you with information about the services.
- 11.2 If you are studying with a Tier 4 visa you **must** comply with the requirements on attendance and absence monitoring set out by UKVI, or equivalent as enacted by the UK Home Office. Due to the frequency of regulatory changes, the Postgraduate Office will provide you with the latest guidance on compliance.

Failure to comply may result in serious consequences, including the withdrawal of sponsorship by the University of registration and the withdrawal of your visa by UKVI.

12 Feedback, complaints and appeals

- 12.1 We encourage you to give feedback on supervision, programme organisation, research training opportunities, facilities and other relevant issues through different channels of communications, such as supervisory meetings, TAP meetings, feedback to student representatives, completion of the Postgraduate Research Experience Survey (PRES, or any equivalent), or directly to the Postgraduate Office.
- 12.2 You are represented by student representatives on the major Hull York Medical School committees such as the Student-Staff Committees, Postgraduate Programmes Board, and Board of Studies.
- 12.3 Should you have any concerns relating to your studies, you should raise these with your supervisor(s), TAP members, mentor, or the Chair of the Postgraduate Programmes Board. We adhere to the principle that problems are best resolved informally at the earliest opportunity, without requiring the formal process of complaints or appeals.
- 12.4 You do have the right to make a formal complaint about any aspect of postgraduate provision following the [Code of Practice on Investigation and Determination of Student Complaints](#).
- 12.5 You also retain the right to make a formal appeal against any decisions made by Hull York Medical School academic committees following the [Code of Practice on Academic and Fitness to Practise Appeals](#). This Code lists those decisions which may be appealed and the grounds on which they may be appealed. Appeals cannot be lodged if you have graduated (either in person or in absentia).

Part B – Supervisors and co-supervisors

In this part, we will use the word “you” to refer to Principal Supervisors, “we” to refer to Hull York Medical School, “student” to refer to the student studying for the research degree, “co-supervisor” to refer to the co-supervisor and “TAP” to refer to members of the Thesis Advisory Panel. This document is intended to describe the various processes that will apply to the student as they complete their research degree at Hull York Medical School. It follows the timeline of study, beginning with admission and induction and culminating in the processes for examination and award.

General

By agreeing to supervise a research student, you confirm that you have the necessary knowledge and expertise to supervise the project, that the project is appropriate for the degree concerned, and that it can reasonably be undertaken with the resources available in the required timescale, and that you are confident, as far as this is possible to determine, that the student has the capacity to undertake the project successfully.

In addition, by accepting an offer to be a co-supervisor, you are confirming that you have the expertise and resources to provide additional subject-specific and general pastoral

support to the student. Where principal supervisors are new to research student supervision, you are also expected to be able to provide appropriate support to the principal supervisor.

Particular care needs to be taken to support overseas students who may, in the early stages, need more frequent meetings to support their adaptation to the UK academic environment.

13 Selection, admission and induction of students

- 13.1 We follow our [Code of Practice on Postgraduate Admissions for Hull York Medical School Programmes Governed Jointly by the University of Hull and the University of York](#) which describes admissions procedures for research degrees. These are applied clearly and consistently and enable equality of opportunity. All members of Hull York Medical School involved in the selection and admission process must comply with the above Code of Practice.
- 13.2 Your student will undertake a formal induction in Hull York Medical School, normally within three months of enrolling. This is mandatory and attendance should be encouraged.
- 13.3 You **must** ensure that your student is given a local induction by their Research centre/group.

14 Supervision

- 14.1 Your relationship with your student is crucial. We have systematic and clear supervision arrangements in place, which are enshrined in the regulations governing Research Degrees, you should read these, in detail before undertaking student supervision.
- 14.2 As principal supervisor, you have overall responsibility for the academic supervision of the student's research and development.

A comprehensive list of your duties as a supervisor is listed in [Appendix 3](#)

- 14.3 You have ultimate responsibility for ensuring due process, in terms of satisfying requirements for supervision meetings, monitoring attendance of Tier 4 students, project management, health and safety of the student and relevant research ethics.
- 14.4 You **must** ensure appropriate ethical approval has been obtained before research commences.
- 14.5 You should ensure that you are equipped to be a research supervisor, and that you have attended all necessary training courses or relevant continual professional development sessions.
- 14.6 You share responsibility with the student for ensuring that regular and frequent contact is maintained, both face-to-face and electronically.
- 14.7 Supervisory meetings must take place **at least** monthly over the year for full-time students and at least six times over the year for part-time students, except in special circumstances, such as suspension of registration or study leave approved by Hull York Medical School. During the first year, supervisory meetings should

normally be once every two weeks to help develop the student and identify areas where additional training may be needed.

- 14.8 You should assist the student in identifying areas for further development by way of a Training Needs Analysis. As part of this, you must support engagement in the Postgraduate Training Scheme (PGTS) as detailed in the PGTS manual and assist the student in development of their personal transferable skills.
- 14.9 You should give detailed advice on the necessary completion dates of successive stages of the work, agreeing objectives for each stage so that the thesis may be submitted within the scheduled time.
- 14.10 You should ensure that students are made aware if either their progress or the standard of their work appears to be unsatisfactory, and arrange a plan of supportive action.
- 14.11 You should provide advice on writing up the work, requesting written work as appropriate and returning such work with constructive feedback within a reasonable time.
- 14.12 You should read through the final draft of the thesis and provide detailed constructive comments.
- 14.13 In exceptional cases and by agreement with the student and Hull York Medical School Postgraduate Programmes Board, you may request that the student be given a new supervisor.

15 Co-supervisors

- 15.1 All students must have a co-supervisor. This person shall be identified by the principal supervisor and will form part of the TAP. Their role will be to assist in the academic supervision of the student's research and development, as well as contribute to the Preparatory TAPs and formal review of progress (described in detail in [Section 17](#)).
- 15.2 The co-supervisor should also provide additional support for the principal supervisor, particularly where the supervisor is new to student supervision. In such cases, the co-supervisor should have good experience of postgraduate supervision to completion.
- 15.3 A co-supervisor may be a member of staff at Hull York Medical School, the Universities of Hull or York, an appropriate member of the NHS or, where necessary an external university or research institute.
- 15.4 If, for any reason, the principal supervisor is unable to complete their duties, the co-supervisor is normally expected to assume supervisory responsibility. If the co-supervisor is not a member of Hull York Medical School, the Universities of York or Hull, or insufficiently experienced to fulfil the role of principal supervisor, new supervisory arrangements will be made. Co-supervisors shall be appointed with due regard for issues of conflict of interest.
- 15.5 In addition, all students will be offered access to a research mentor. The mentor will provide support independent of the supervisory team, and so will have experience of supervising research students. Consequently, any mentor must be an employee of Hull York Medical School, The University of Hull, The University of York, or an appropriate employee of the NHS.

16 Duration of study

- 16.1 Students are registered for a fixed duration, dependent on their programme of study (see [Part A, Section 5](#)).
- 16.2 You should ensure that your students are aware of the deadline for submission, and the implications for failing to submit before the deadline.

17 Thesis Advisory Panel (TAP)

- 17.1 Within three months of the student arriving at Hull York Medical School you must nominate the membership of the TAP.
- 17.2 Membership of the TAP will comprise:
- Yourself, the principal supervisor
 - The co-supervisor
 - An **Independent Chair**
 - For PhD and MPhil degrees, an **Independent Assessor of Progress (for Progression TAPs only)**
- 17.3 In exceptional circumstances, for example to provide additional subject specialist input, you may nominate up to two further members of Hull York Medical School, University of Hull or York, or NHS staff to sit on TAPs.
- 17.4 The nomination is considered by the Postgraduate Programmes Board which has the power to request re-nomination.
- 17.5 The **TAP Chair** and **Independent Assessor of Progress** should be academic members of the same or a cognate department with experience of successful research student supervision in the broad disciplinary area within which the student is based and who are capable of undertaking a formal assessment of progress at the Progression TAPs.
- 17.6 There are three types of TAP meetings; Preparatory TAP, Progression TAP and Pre-submission TAP.
- During a **Preparatory TAP** students will be critically, yet formatively, evaluated by the panel, and guidance on further development, where necessary, will be given.
 - During a **Progression TAP**, academic progress will be formally assessed (See [Section 18](#) for further details).
 - Three months before the end of registration, the final TAP, called a **Pre-submission TAP** in which you will provide advice and guidance on the preparation of the final thesis as well as the examination. At this meeting, you should have a documented discussion regarding the appointment of examiners.
- 17.7 The degrees of MSc by Thesis and MD, do not have progression TAPs.
- 17.8 **Preparatory and Pre-submission TAP** meetings will normally consist of the student, principal supervisor, co-supervisor, and the Chair.
- 17.9 **Progression TAPs** will consist of the TAP members AND the **Independent Assessor of Progress**.

- 17.10 The TAP Panel will normally meet two times per year, normally every six months – these are referred to as “TAP meetings”, or “TAPs”. The frequency of TAPs is indicated in Section A, Table I.
- 17.11 It is the responsibility of the TAP in all reports to formally address at the earliest stage any unsatisfactory progress, or concerns regarding the student’s capability to undertake the research and to suggest remedial actions where required for the student. The report is reviewed by the Chair of the Postgraduate Programmes Board or Deputy and placed on the student’s file. The Hull York Medical School [Regulations for PhD/MPhil by Thesis](#) and [Regulations of the MSc by Thesis](#) incorporate the right to impose a Leave of Absence on the grounds of risk.
- 17.12 Any member of the panel, or the student, may request additional TAP meetings, or additional reporting.
- 17.13 TAP meetings are not required during any continuation period (see [Part A, Section 5](#) for details).
- 17.14 In preparation for the TAP meetings, you **should** provide feedback on a draft of the TAP materials that the student is required to submit at least seven working days in advance of the meeting.
- 17.15 You should submit a supervisor’s report to the Postgraduate Office and the TAP one week before the TAP meeting. This should not be shared with the student until the day of the TAP. The relevant documentation for you to complete is available on Hull York Medical School Blackboard and will be sent to you in advance of the meeting by the Postgraduate Research Office.
- 17.16 In your role on the TAP you should advise, where necessary on any requests for adjustments to the normal programme, such as suspension, extension, exceeding word limits, change of programme and any other mitigating circumstances.

18 Progression TAPs and formal reviews of progress

Purpose of formal reviews of progress

This section applies only to supervisors of students studying for a PhD or MPhil; MD and MSc by Thesis degrees do not have Progression TAPs

- 18.1 The purpose of the Progression TAPs, with their formal review is to ensure the student is making satisfactory progress towards the research goal, and whether, based on the evidence submitted and a report that you prepare, whether the student meets the relevant Hull York Medical School criteria for progression (which are threshold requirements) described in detail on [Appendix 6](#) of this Code of Practice. Progression TAPs take place on an annual basis for full-time PhD and MPhil students (see [Table 1](#)) and every 2 years for part-time PhD and MPhil students (See [Table 1](#)).
- 18.2 Formal reviews of progress are not required for entry into a writing up period (continuation period), where this is permitted.
- 18.3 Progression TAPs are not intended to judge the student on their project nor the likelihood of getting the final award.

- 18.4 Although you will provide a written report, formal assessment and the final recommendation to progress will be made by the **Chair of the TAP** and the additional **Independent Assessor of Progress**. This ensures external perspective on the progress that a student is making, and to ensure that your relationship with the student is developmental, rather than judgemental.
- 18.5 Successful progression, where the student meets the relevant Hull York Medical School criteria, should be recommended to, and will be approved by the Postgraduate Board of Examiners. The student will then continue with their studies.

Failure to meet progression criteria; Referral

- 18.6 If, at the first attempt the TAP Chair and Independent Assessor of Progress decide that the student has *not yet* met the relevant Hull York Medical School progression criteria, the meeting panel must recommend a Referral for Extraordinary Progression TAP. The recommendation will be considered by the Postgraduate Board of Examiners.
- 18.7 Where a referral is recommended, you are expected to discuss with the TAP Chair what clear written feedback will be provided to the student explaining why the progression criteria were not met and the reasons for recommending Referral for Extraordinary TAP. This report should clearly specify what the student must do to meet the relevant progression criteria at the second attempt.
- 18.8 A Referred Extraordinary Progression TAP **must** be held within **12 weeks** of the original Progression TAP.
- 18.9 If the TAP Chair and Independent Assessor of Progress decide that the student has met the relevant progression criteria at the second attempt it will be recommended that the student be allowed to progress.
- 18.10 If the student progresses at the second attempt this does not alter the timing of their next formal review of progress (if applicable), change the period of their enrolment, nor alter the deadline for submission of the thesis.
- 18.11 If the TAP Chair and Independent Assessor of Progress decide that the student **has not** met the relevant progression criteria at the second attempt, the student will be deemed to have failed the progression point and will be either transferred to an MPhil programme (for students enrolled on a PhD programme only); *or* be transferred to a Master's by Research programme (for students enrolled on a MPhil programme); *or* their enrolment with the University terminated. If the Postgraduate Board of Examiners endorses the recommendation of the Progression TAP, it will be forwarded to the Board of Studies for consideration and approval on behalf of Hull York Medical School Joint Senate Committee.
- 18.12 Your student retains the right of appeal against a failure to progress, as outlined in the Regulations and described in the [HYMS Code of Practice on Academic and Fitness to Practise Appeals](#). Your student must confirm whether they wish to contest a recommendation for transfer or withdrawal within 28 calendar days of the recommendation being endorsed by the Postgraduate Board of Examiners, otherwise the recommendation will stand. You may support any student's decision to appeal.
- 18.13 Transfer to an alternative programme is subject to the approval of any extensions, if required, and they will be bound by the regulations and requirements of their new programme.

19 Postgraduate Training Scheme

- 19.1 All students are required to follow the Hull York Medical School Postgraduate Training Scheme (PGTS) consisting of structured and accredited modules relating both to their specialist field of study and to generic/transferable skills.
- 19.2 You must therefore support your student in undertaking their PGTS, as detailed in [Part A, Section 8](#).
- 19.3 In certain modules and components of the PGTS, you as supervisor must complete formal assessment of your student's submitted work.

20 Writing up, submission and examination of theses

- 20.1 Your student must submit their thesis on or before the end date of registration. Failure to submit the thesis by the deadline may result in failure of the degree. If the end date falls on a weekend or bank holiday, the deadline for submission will be the **next working day after the holiday**.
- 20.2 The student is expected to notify the Hull York Medical School Postgraduate Office three months before they intend to submit the thesis.
- 20.3 Once the student notifies us of an intention to submit, you must notify us of the proposed examiners within two weeks. This is to ensure that we have sufficient time to organise the examination. This being the case, you are **strongly advised to contact prospective examiners in good time**.
- 20.4 You must recommend two appropriately qualified examiners, at least one of whom is external to Hull York Medical School and the Universities of Hull and York. If the student is, or has been, a member of staff, two external examiners are normally required. The nomination of examiners is recommended by the Postgraduate Board of Examiners to the Board of Studies and Hull York Medical School Joint Senate Committee for formal approval.
- 20.5 You must allow a two-year interval between invitations to the same examiners.
- 20.6 Your student may also request that you be present for the examination as a silent observer. Any requests must be agreed by the examiners and approved by the Hull York Medical School Board of Studies.
- 20.7 Following the viva, you are expected to provide guidance to the student on any amendments required to the thesis as suggested by the feedback from the examiners, should the student seek your advice.

21 Conduct, welfare, work during studies, attendance and absences

- 21.1 We will identify a Senior Postgraduate Tutor who provides pastoral support for research students in addition to that provided by you and the co-supervisor. The primary point of contact for advice and help is the Postgraduate Office. The Universities of Hull and York also provide a range of support services on careers, counselling, accommodation, finance, and equal opportunities to which you might signpost students.
- 21.2 Should your student require adjustments to their studies, for example a Leave of Absence, extension to normal registration, extension to writing up, early

submission or transfer of degree programme, you should assist in completing a Student Special Cases form prior submission to the Hull York Medical School Postgraduate Office.

- 21.3 We allow full-time postgraduate research students to undertake paid employment in accordance with the Regulations on PhD and MPhil. Permission to work is subject to any restrictions imposed by the funding body and UK Visas and Immigration (UKVI).
- 21.4 Where circumstances allow, students are able to undertake up to 180 hours per year of teaching activities. In such circumstances, students are defined as Postgraduate Research Students Who Teach (PGWTs) or Graduate Teaching Assistants (GTAs). Careful consideration must be undertaken to balance research commitments and teaching duties. This should be documented within 4 weeks of commencing studies, and annually reviewed by the supervisory team and student.
- 21.5 Postgraduate research requires a high level of engagement which will usually involve attendance at identified research locations. Your student should discuss attendance expectations with you when the research begins. Attendance is **required** at supervisory and TAP meetings, and **expected** formal seminars, journal clubs, lab meetings, Hull York Medical School research conference, and other activities.
- 21.6 If your student is studying with a Tier 4 visa they **must** also comply with the requirements on attendance and absence monitoring set out by UKVI. Due to the frequency of regulatory changes, the Postgraduate Office will provide the latest guidance on compliance to students and supervisors. We may ask you to keep records of attendance and meetings to verify student attendance. Failure to comply with UKVI regulations will result in serious consequences, which may include the withdrawal of sponsorship by the University of registration and the withdrawal of the visa by UKVI.

Part C: – TAP Chairs and Independent Assessors of Progress

As a TAP Chair or an Independent Assessor of Progress, you play a vital role in formally assessing the progress of research students. You will have been nominated to the role by the student's supervisor, because of your subject expertise and supervisory experience. We, in the Postgraduate Office, rely on you making informed, defensible and sensible judgements on whether a student's progress is sufficient to merit continued study. Where you recommend that progress is insufficient, the student may be transferred to a lower degree or have their registration terminated.

22 Thesis Advisory Panel (TAP)

- 22.1 TAPs are the formal mechanism for reviewing and assessing student progress. There are three types of TAP meetings; Preparatory TAP, Progression TAP and Pre-submission TAP.
- 22.2 During a **Preparatory TAP**, students will be critically, yet formatively evaluated by the panel, and guidance on further development, where necessary, will be given.

- 22.3 During a **Progression TAP**, academic progress is formally assessed (See [Part A, Section 7](#) for further details).
- 22.4 Three months before the end of registration, the final TAP, called a **Pre-submission TAP** is where the student is provided with advice and guidance on the preparation of the final thesis as well as the examination. At this meeting, there should be a documented discussion regarding appointment of examiners.
- 22.5 The degrees of MSc by Thesis or an MD, do not have progression TAPs.
- 22.6 It is the responsibility of the TAP in their report to formally address at the earliest stage any unsatisfactory progress, or concerns regarding the student's capability to undertake the research and to suggest remedial actions required for the student. The report is reviewed by the Chair of the Postgraduate Programmes Board or Deputy and placed on the student's file. The Hull York Medical School [Regulations for PhD/MPhil by Thesis](#) and [MSc by Thesis](#) incorporate the right to impose a Leave of Absence on the grounds of risk.
- 22.7 In cases where students request adjustments to the normal programme length under Special Cases, the TAP will be asked to provide advice, and the TAP Chair has the power to convene an additional TAP meeting if it is deemed appropriate. Special cases include Leave of Absence, extension of studies (other than automatic writing-up period), permission to exceed maximum thesis word length, reduction of prescribed period of study via Recognition of Prior Learning (RPL), transfer of degree programme, early submission of thesis and other special cases such as change of programme.

23 TAP Chairs

- 23.1 As Chair of a TAP, you are required to attend all TAP meetings for the duration of a student's registration.
- 23.2 Seven working days prior to the TAP meetings, you will receive a portfolio of material from the student, and a report from the supervisor indicating their view on progress. You should review this material in detail before the TAP meeting.
- 23.3 As Chair of a TAP, you are required to meet with the student confidentially at the end of each TAP meeting to review their relationship with the supervisory team.
- 23.4 In Preparatory TAP meetings you will normally oversee the meeting, and take part in formative assessment of student progress towards the completion of the research. Preparatory TAPs are intended to be developmental and should review and highlight the student's strengths and indicate areas for improvement.
- 23.5 The Chair must complete a pro forma describing the TAP, and return to the Hull York Medical School Postgraduate Office within five working days of the TAP meeting.

24 Independent Assessors of Progress

- 24.1 As an Independent Assessor of Progress, you are required to attend only Progression TAPs for students studying for the degrees of PhD and MPhil. These are typically in month 9 and month 21 (see [section A table 1](#) for further details)
- 24.2 Seven working days prior to the TAP meetings, you will receive a portfolio of material from the student, and a report from the supervisor indicating their view on progress. You should review this material in detail before the TAP meeting.

25 Progression TAPS

- 25.1 In Progression TAP meetings, the Chair will oversee the meeting and, in combination with the Independent Assessor of Progress, make a summative assessment of student progress, using the threshold criteria in [Appendix 6](#).
- 25.2 Where a student is deemed to have satisfied the Progression criteria, the TAP Chair and Independent Assessor of Progress must complete the pro forma indicating your judgement and return to the Hull York Medical School Postgraduate Office within **seven days** of the TAP.
- 25.3 Where a student is deemed to have not yet met the Progression criteria, the TAP Chair and Independent Assessor of Progress must complete the pro forma, indicating clearly where the student's work falls short of the descriptors. This outcome is described as "Referred". You should discuss feedback with the supervisors, but must return the pro forma to the Hull York Medical School Postgraduate Office within **three working days** of the TAP to enable us to return the feedback to the student within **five working days** of the TAP.
- 25.4 You should verbally indicate to the student the recommendation of the outcome of the TAP that you will make, and provide a brief explanation of the rationale for your decision.
- 25.5 Where a student is referred, you must partake in an **Extraordinary Progression TAP** to review the progress of the student in response to the feedback given. This must be held within **12 weeks** of the original Progression TAP. Where a student is judged to have improved their work sufficiently to meet the progression criteria, then you should recommend that the student be allowed to continue their studies. Where a student's work remains short of the descriptors, you must describe clearly in what way the work falls short and then recommend that the student be either transferred to an MPhil Programme (for students enrolled on a PhD programme only), or be transferred to an MSc Programme (for students enrolled on an MPhil Programme), or have their studies terminated.
- 25.6 Students retain the right to appeal against a failure to progress, as outlined in the Regulations and described in the [HYMS Code of Practice on Academic and Fitness to Practise Appeals](#). The student must confirm whether they wish to contest a recommendation for transfer or withdrawal within 28 calendar days of the recommendation being endorsed by the Postgraduate Board of Examiners, otherwise the recommendation will stand.

Appendix to the Code of Practice on Postgraduate Research Degrees

This appendix is aimed to provide further guidance for effective practice. It is organised according to different stakeholders, roles and levels of responsibilities, including Hull York Medical School as a school, research centres, supervisors, and students. Please note that the examples listed in this appendix are not exhaustive.

I Appendix I: The criteria for research degrees

- 1.1 The degrees of PhD, MPhil, MD and MSc by Thesis are all obtained by research and are assessed through the submission of a thesis (or equivalent) and, in the case of PhD, MD and MPhil, an oral examination.
- 1.2 The degrees of PhD and MD are both a doctoral degree (level 8 of *The framework for higher education qualifications in England, Wales and Northern Ireland (FHEQ)*, third cycle qualifications within *The Framework for Qualifications of the European Higher Education Area (FQ-EHEA)*).
- 1.3 The degrees of MPhil and MSc by Thesis are master's degrees (level 7 of the FHEQ, second cycle qualifications with the FQ-EHEA).
- 1.4 A thesis will be a piece of work which a capable, well-qualified and diligent student, who is properly supported and supervised, can complete successfully within the normal period of enrolment for the degree in question.
- 1.5 The degree of PhD or MD is awarded to students who have demonstrated all of the following:
 - the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
 - systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
 - the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
 - a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions effectively to specialist and non-specialist audiences;
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches;

and will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.
- produced a PhD or MD thesis (or equivalent) that contains a substantial original contribution to knowledge or understanding.

The descriptor for the award of the degrees of MPhil and MSc by Thesis

1.6 The degrees of MPhil and MSc by Thesis are awarded to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice;
- a comprehensive understanding of techniques available to their own research or advanced scholarship;
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- conceptual understanding that enables the student:
 - to evaluate critically current research and advanced scholarship in the discipline; and
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses;
 - the general ability to conceptualise, design and implement a project for the generation of knowledge, applications or understanding of the discipline.

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non- specialist audiences;
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;
- continue to advance their knowledge and understanding, and to develop new skills to a high level;
- and will have the qualities and transferable skills necessary for employment requiring:
 - the exercise of initiative and personal responsibility;
 - decision-making in complex and unpredictable situations; and
 - the independent learning ability required for continuing professional development.

- 1.7 The MPhil is a degree of considerable distinction in its own right and an MPhil thesis (or equivalent) is expected to display a good general knowledge of the field of study, a comprehensive knowledge of some part or aspect of the field of study, and a recognisable original contribution to knowledge or understanding.
- 1.8 An MSc by Thesis programme is shorter than an MPhil programme (one year full-time as opposed to two years full-time) and consequently, an MSc by Research thesis (or equivalent) will be narrower in scope than an MPhil thesis, although it should still contain some original work

2 Appendix 2: Responsibilities at School level

Hull York Medical School, through the Postgraduate Programmes Board, is responsible for ensuring that appropriate policies are developed for the admission, supervision and examination of research degree students, and for ensuring that these policies (including this Code of Practice) are implemented. More specifically the Hull York Medical School Postgraduate Programmes Board is responsible, through appropriate delegation to the Postgraduate Office, for:

- 2.1 Defining Hull York Medical School policy on admission of candidates for research degrees and ensuring that these policies are followed.
- 2.2 Ensuring, through the appropriate handbooks, that research students are made aware of the facilities available to them at the universities, the regulations pertaining to their degree, the role of their research degree supervisors and Hull York Medical School' expectations of them as research students.
- 2.3 Ensuring that students have access to appropriate information technology and library facilities, careers advice, and welfare guidance.
- 2.4 Providing advice on the production of research student handbooks, monitoring of research students and the role of research supervisors.
- 2.5 Ensuring that training and staff development are provided for research supervisors.
- 2.6 Ensuring through the provision of an induction and research training programme that training is provided in research methodology, use of equipment and computer software, health and safety, ethical issues and intellectual property rights etc appropriate to the discipline.
- 2.7 Ensuring that students are given the opportunity to make their views known on their experiences as research students, (including commenting on the quality of research supervision received), through the consideration at Board of Studies and from departmental staff-student liaison committees for postgraduate students. Problematic issues raised in such reports which cannot be resolved directly by the Board of Studies will be passed to the Joint Senate Committee.
- 2.8 Ensuring that Hull York Medical School's standards and procedures for research degrees are adhered to through:
 - the publication of clear definitions of Hull York Medical School expectations for research degrees, guidance concerning the length and presentation of research theses, approval of examiners and the provision

- of appropriate guidance to examiners on their role and the application of the Hull York Medical School research degree regulations.
 - the establishment of administrative procedures which encourage students to complete their research successfully within an appropriate timescale.
 - the operation and review of the Hull York Medical School procedures.
 - the right for students to appeal against the decisions made by Hull York Medical School academic committees.
- 2.9 Ensuring that the Board of Studies is aware of cases where particular consideration may need to be given to the protection of intellectual property developed within a project (the Board of Studies is responsible for ensuring that students retain appropriate rights over the results of their research and that undue restrictions are not placed on access to a student's thesis by a research sponsor).
- 2.10 Ensuring that all research students follow a research training programme and have suitable opportunities for assembling a Progress File and participating in Personal Development Planning.
- 2.11 Ensuring that examiners for a thesis (including, if required an Independent Chair) are appointed.
- 2.12 Ensuring that examiners for a thesis complete the examination normally within three months of their appointment, including the viva voce examination.
- 2.13 Ensuring that the appointed supervisors have sufficient expertise and interest in the field of the research project to provide adequate guidance to the student; ensuring that contingency arrangements allow continuity of supervisory advice.
- 2.14 Ensuring that inexperienced supervisors and supervisors new to Hull York Medical School attend staff development activities in research supervision and, where appropriate, are supported through joint supervision arrangements with more experienced staff.
- 2.15 Ensuring that students are provided with information through a handbook and attend induction meetings about the facilities and training available to them in the research centre, School and both Universities. (Relevant information, facilities and training will cover for example computer and statistical techniques, English Language tuition for overseas students, the research centre's expectations and arrangements for the Thesis Advisory Panel, monitoring progress, confirmation of registration for PhD students, procedures for making formal complaints concerning supervision, changing supervisors, the operation of the Hull York Medical School postgraduate staff-student liaison committee, and any other relevant procedures).
- 2.16 Ensuring, within the resources available, that students have access to adequate study space, equipment, library and computing facilities to pursue their research successfully and that any serious deficiencies are brought to the notice of the Hull York Medical School Board of Studies.
- 2.17 Providing advice for a change of supervisor should a student or supervisor or Thesis Advisory Panel member feel this to be necessary.
- 2.18 Ensuring that supervisors provide adequate guidance and support to research students in line with Hull York Medical School Codes of Practice, that monitoring procedures are adhered to and that students are given every encouragement to complete their research to the required standard within their period of full registration.

- 2.19 Ensuring that within the context of supervisor's responsibilities within their departments consideration is given to the appropriateness of allocating research students to ensure they have time to supervise effectively.
- 2.20 Ensuring that supervisors are aware of school procedures for dealing with cases in which a student appears not to be making sufficient progress or when the relationship between student and supervisor(s) has broken down.
- 2.21 Ensuring that supervisors make adequate arrangements for the supervision of their research students during periods of absence from Hull York Medical School of more than one month, such as during summer vacations or study leave, and in periods when the student is undertaking research away from Hull York Medical School for a similar period.
- 2.22 Ensuring that there is a clear procedure for succession should a principal supervisor need to be replaced, or alternative arrangements made. This could include a transfer to another institution.
- 2.23 Ensuring that the arrangements made for the continued supervision of a student are appropriate, and made with the student's full agreement.
- 2.24 Ensuring that no member of centre staff supervises more students than they have the capacity to support well. As a guide, it is likely that no supervisor can manage more than six students as principal supervisor, but it needs to be considered in relation to the supervisor's experience and other duties.

3 Appendix 3: Responsibilities of the supervisory team

Supervisory teams are expected:

- 3.1 To ensure that they are equipped to be research supervisors, attending training courses or continuing professional development sessions as appropriate.
- 3.2 To give guidance about the nature of research and the standards expected, about the planning of the research programme, about literature and sources, attendance at taught courses or specialist training, and the use of requisite techniques (including instruction where necessary) and to encourage students to keep aware of all relevant developments within the subject.
- 3.3 To ensure that that appropriate ethical approval is obtained before research commences.
- 3.4 To ensure that students are aware of all relevant regulations, standards and criteria for their degree and monitoring arrangements as well as the regulations and conditions attached to any scholarship or studentship held by the student.
- 3.5 To give detailed advice on the necessary completion dates of successive stages of the work, agreeing objectives for each stage so that the thesis may be submitted within the scheduled time.
- 3.6 To provide advice on writing up the work, requesting written work as appropriate and returning such work with constructive feedback within reasonable time.
- 3.7 To read through the final draft of the thesis and provide detailed comments.
- 3.8 To communicate with (face to face, via video/Skype call or by email/written contact) students on a regular and frequent basis to discuss problems and progress: in the first year of study, for full-time students, these meetings should normally be once a fortnight, but in subsequent years may be less frequent, depending on the

stage the research has reached. Meetings should never be less than monthly (The content and outcomes from meetings should be recorded and be made available for departmental files and the student's Progress File.

- 3.9 To attend meetings of the Thesis Advisory Panel at least twice a year for all students
- 3.10 To be accessible to students at other times, should advice on academic or pastoral problems be required.
- 3.11 To inform students should they plan to be away from Hull York Medical School for more than a few days to allow students to plan accordingly.
- 3.12 To make appropriate contact arrangements/alternative supervision arrangements should either the supervisor or student be away from the Hull York Medical School for more than a month (for example during study visits/leave, industrial placements or vacations).
- 3.13 To recommend specific PGTS modules or other development opportunities.
- 3.14 To ensure that students are made aware if either their progress or the standard of their work is unsatisfactory, and arrange a plan of supportive action.
- 3.15 To contribute to the Thesis Advisory Panel reports to students and to the Postgraduate Programmes Board on students' progress on their research programme and the PGTS.
- 3.16 To produce a detailed commentary on student's progress ahead of Progression TAPs in order to assist the Panel in making progression decisions.
- 3.17 To prepare PhD and MPhil students for Progression TAPs.
- 3.18 To take an active role in introducing the student to other workers in the field and appropriate academic bodies and societies, and encourage the student to engage in other activities such as attendance at relevant conferences and research workshops and fieldwork or work in archives, libraries or specialised laboratories away from Hull York Medical School.
- 3.19 To advise students on matters of confidentiality or ethical considerations relating to particular techniques, sources or results.
- 3.20 To ensure that the correct safety procedures are followed when using equipment or laboratory materials (full details on safety procedures are available from Safety Officers and from the Universities' Safety Officers).
- 3.21 To ensure that, should a major change in research direction occur, with the help of the Thesis Advisory Panel, appropriate adjustments are made to the supervisory arrangements and, if necessary, to advise the Postgraduate Programme Board should the student's research lead in a direction which the supervisor is not equipped to supervise.
- 3.22 After discussion with the student and the Thesis Advisory Panel, to recommend examiners for the student's thesis to the Hull York Medical School Postgraduate Programmes Board and Board of Studies to ensure that the proposed examiners are appropriate but have not had prior, significant input into the project.
- 3.23 To be a silent observer of the viva voce examination should the student wish and the examiners and Hull York Medical School Postgraduate Board of Examiners agree. This applies only to the principal supervisor.

- 3.24 In cases where a thesis is referred for resubmission to advise on the necessary revisions in consultation with the internal examiner.

4 Appendix 4: Responsibilities of the research student

As candidates for research degrees, students are expected:

- 4.1 To meet regularly and seek advice from the supervisor in an active manner, recognising that it is their responsibility to have their own topics to raise with the supervisor. They should discuss with their supervisor(s) the type of guidance and comment they find most helpful, and to agree a schedule of meetings and other contact both during semester-/term-time and vacations for the prescribed period of study.
- 4.2 To inform their supervisor, in good time where possible, should they plan to be away from Hull York Medical School for more than five working days.
- 4.3 To discuss with the supervisor the appropriate choice of research training modules.
- 4.4 To inform the supervisor of other individuals with whom the work has been or is being discussed, so that this may be taken into account when examiners are recommended.
- 4.5 To submit reports and maintain the progress of the research in accordance with the stages agreed with the supervisor and the Thesis Advisory Panel.
- 4.6 To take note of the guidance and feedback provided by the supervisor and Thesis Advisory Panel.
- 4.7 To contribute to the research environment of the school as appropriate by taking up opportunities to present work at seminars and by engaging in discussion with other researchers.
- 4.8 To actively pursue research training and Personal Development through the completion of the Postgraduate Certificate in Research Training and other opportunities.
- 4.9 To read and follow all regulations, handbooks, policy and guidance documentation related to their programmes of studies and to seek clarification of areas that they are not familiar with.
- 4.10 To adhere to the university of registrations' regulations, policies and guidance regarding research degree programmes, including those relating to health and safety, and intellectual property; to conduct research with integrity, in accordance with the University of registrations' policy framework (including relevant codes of practice on ethics, research integrity, research data management and any legal compliance and/or funder requirements; ensuring (a joint responsibility with supervisors) that appropriate ethical approval is obtained before research commences;
- 4.11 To conduct their work at all times in accordance with universities' and departmental safety requirements, and to ensure that their work follows the proper procedures for ethical guidance.
- 4.12 To take the initiative in raising problems or difficulties with the supervisor in the first instance, however elementary these may seem, including any matters which

may require a suspension of registration or cause a delay in the expected completion date of the work. Where the issue is not resolved, the student should escalate this to the TAP Chair or Postgraduate Programmes Board.

- 4.13 To decide when to submit the thesis taking due account of time in the period of registration and the supervisor's opinion, and to provide the supervisor with a final draft of the thesis in reasonable time for them to comment and feedback prior to its examination.
- 4.14 To submit hardbound copies of the final thesis as outlined in Section 8.16

5 Appendix 5: Four-year PhD programmes

- 5.1 Students may be admitted to a four-year PhD programme only if the programme has the necessary approval.
- 5.2 A four-year PhD programme is distinct from a standard three year programme with a one year continuation period in that students are enrolled on a four year research degree programme from the outset. A four-year PhD programme must be qualitatively distinct from a three-year PhD programme. These distinctive elements can be spread over the four years and the School must provide a full programme for students in the fourth year.
- 5.3 A four-year PhD programme must have a title that distinguishes it from the equivalent three-year PhD programme e.g. 'PhD in X (four-year route)' and which indicates the longer duration and/or specialist nature of the programme. It is necessary for four-year PhD programmes to be clearly identifiable for logistical reasons e.g. to support applications for visas. Departments may, however, make the case that students should exit with a qualification that does not make reference to a longer duration (e.g. 'PhD in X') where this is academically appropriate.

6 Appendix 6: Formal reviews of progress: Progression criteria

- 6.1 Hull York Medical School's progression criteria for PhD and MPhil programmes set out the threshold requirements for progression to the next stage and are aligned to those of the University of York. They should be understood by reference to what a conscientious research student might reasonably expect to have achieved in the time available.

Progression criteria for a first formal review of progress

- 6.2 For progression into year two of a full-time PhD or MPhil programme (or equivalent stage of a part-time PhD or MPhil programme), a student must demonstrate that they:
 - can describe the direction their research is taking and the research questions it addresses
 - have planned in a realistic fashion the second year (or equivalent) of their research, indicating any risks and how these will be mitigated

- have sufficient acquaintance with the relevant field of knowledge to place their research into context
- have sufficient familiarity in the relevant research methods, techniques and theoretical approaches to move their research to the next stage
- have identified areas where further training is needed and undertaken all required identified training
- have considered ethical issues (including data management) where applicable.

Progression criteria for a second formal review of progress

6.3 For progression into year 3 of a full-time PhD programme (or equivalent stage of a part-time PhD programme), a student must demonstrate that they:

- can describe in detail the research questions their project will answer and how this will lead to a substantial original contribution to knowledge or understanding
- have planned in a realistic fashion the third year (or equivalent) of their research, based on the expectation that the project will be completed and the thesis submitted on time, indicating any risks and how these will be mitigated
- have the ability to write up their research in an appropriate academic format for it to be critically assessed by peer reviewers and examiners
- have begun to acquire the wider background knowledge of their research field required for the degree of PhD
- can apply the relevant research methods, techniques and theoretical approaches required to make an original contribution to knowledge or understanding
- have considered ethical issues (including data management) where applicable.

Progression criteria for a third formal review of progress

6.4 For progression into year 4 of a full-time four-year PhD programme (or equivalent stage of a part-time four-year PhD programme), a student must demonstrate that they:

- have planned in a realistic fashion the final year (or equivalent) of their research, based on the expectation that the project will be completed and the thesis submitted on time, indicating any risks and how these will be mitigated
- have started to write up their research in an appropriate academic format for it to be critically assessed by peer reviewers and examiners
- have acquired much of the wider background knowledge of their research field required for the degree of PhD
- can apply the relevant research methods, techniques and theoretical approaches required to make an original contribution to knowledge or understanding
- have considered ethical issues (including data management) where applicable.