

Research Student Handbook

Postgraduate Research Degrees



Academic Year 2011-12

HYMS Research Student Handbook 2011-12

Postgraduate research degrees

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Please note: this publication was accurate at the time of printing.

This handbook is available on request in alternative formats from Elaine Brookes at HYMS.

Welcome...



Welcome to postgraduate research and education at HYMS, which fosters a culture of education and original research in medical and allied areas. We are very pleased that you have chosen to study at HYMS and hope that your time here will be productive and enjoyable.

We have done our best in this handbook to provide you with important information about our postgraduate activities. However if you require any further information, help is always at hand at HYMS. It is our aim to make your time with us as successful as possible. We wish you the best for your study time at HYMS.

Introduction

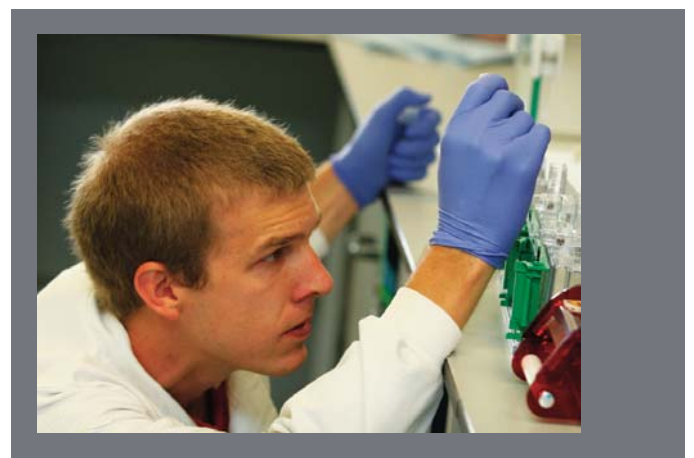
This handbook is for students registered for a HYMS research degree. These degrees are awarded jointly by the Universities of Hull and York, and are governed by specific regulations and codes of practice (see <http://www.hyms.ac.uk/postgraduate/regulations.aspx>).

In this handbook, you will find information about postgraduate study at HYMS for students undertaking a research degree. Further information can be found on the HYMS website, on HYMS Blackboard and on the websites of the Universities of Hull and York.

Please familiarise yourself with the contents of this handbook and use it as the first source of information and guidance on matters relating to your programme and status as a student. You will not be permitted to rely on ignorance of regulations, policies or procedures contained in this handbook as a ground for mitigation, special treatment or appeal. However, if you have any additional questions or would like further clarification on the issues covered in this handbook, please do not hesitate to contact a member of staff at HYMS responsible for postgraduate research students, a list of whom can be found on page 4.

Every effort is made to ensure that the information contained in this handbook is accurate and up-to-date. However, the matters detailed here are subject to review and change during the year. This handbook will therefore be updated from time to time, and you are advised to regularly check the postgraduate website and Blackboard for new and revised information. We will endeavour to alert you to major changes, but require that you take responsibility for ensuring you are using the most recent information and advice concerning your programme of study and responsibilities as a postgraduate student.

If you feel that any of the information in this book can be improved, please contact postgraduate@hyms.ac.uk.



SECTION I – HYMS

IN THIS SECTION:

- 1.1 General information
- 1.2 Organisation of postgraduate administration
- 1.3 Key staff
- 1.4 Communication within HYMS
- 1.5 Keeping your contact details and personal information up to date
- 1.6 The academic year
- 1.7 Feedback

1.1 General information

The Hull York Medical School (HYMS) was established by the Universities of Hull and York, in association with the NHS, and welcomed its first undergraduate students in 2003. The first postgraduates students started at HYMS in 2009.

The main HYMS office buildings are based in the Hertford Building on the West Campus at the University of Hull and in the John Hughlings Jackson Building at the University of York.

The postgraduate administrators can be found in Hull on the second floor of the Hertford building (room 208) and in York on the second floor of the HYMS building (room AVMS/215)

1.2 Organisation of Postgraduate Administration

You are given a supervisor and assigned to one of the five HYMS Centres. These are:

- Centre for Anatomical and Human Sciences (CAHS)
- Centre for Cardiovascular and Metabolic Research (CCMR)
- Centre for Health and Population Sciences (CHAPS)
- Centre for Immunology and Infection (CII)
- Centre for Neuroscience (CN)

The Academic Director for postgraduate studies is Dr Sarah Elton. She is very happy to meet with you to discuss any issue you are having with your research degree. However, all queries about your programme of study should be addressed in the first instance to Elaine Brookes (postgraduate@hyms.ac.uk).

The HYMS Postgraduate Programmes Board is the main committee governing postgraduate study. It deals with many aspects of the student experience, from approving supervisors and Thesis Advisory Panel members to evaluating programme quality.

Assessment for postgraduate students is overseen by the Postgraduate Board of Examiners. Both the Postgraduate Programmes Board and the Postgraduate Board of Examiners report to the HYMS Board of Studies, which in turn reports to the HYMS Joint Teaching and Learning Committee and the HYMS Joint Senate. These committees (with the exception of the Postgraduate Board of Examiners) have student representation. More information about HYMS committees can be found at: <http://www.hyms.ac.uk/about/committees.aspx>





1.3 Key staff

HYMS has a large number of honorary and part-time staff as well as full-time Faculty members. A full list of HYMS staff can be found at: <http://www.hyms.ac.uk/about/staff/.aspx>

Dean of HYMS

Professor Tony Kendrick E: tony.kendrick@hyms.ac.uk T: 01482 464701 01904 321770

Academic Director for Postgraduate Studies

Dr Sarah Elton E: sarah.elton@hyms.ac.uk T: 01904 321728 / 01482 463327

Postgraduate Admissions Tutor

Professor Jonathan Bennett E: jonathan.bennett@hyms.ac.uk T: 01904 321748 / 01482 464706

Academic Lead for Postgraduate Training

Dr Roger Sturmey E: roger.sturmey@hyms.ac.uk T: 01482 466422

PGR Progress and Monitoring Assistant

Mrs Elaine Brookes E: postgraduate@hyms.ac.uk T: 01482 464123

Admissions and Postgraduate Assistant

Miss Victoria Hill E: postgraduate@hyms.ac.uk T: 01904 321360

Academic Administrator (Communications)

Mrs Kirstie Skelton Clarke E: kirstie.skeltonclarke@hyms.ac.uk T: 01482 464123
(Maternity leave until April 2012)

Academic Administrator

Dr Kit Fan E: kit.fan@hyms.ac.uk T: 01904 321360

Research student representative on Postgraduate Programmes Board

Dr Paul Taylor E: paultaylor@doctors.org.uk T: 07765272085

HYMS Librarian

Ms Catriona Kemp E: library@hyms.ac.uk T: 01904 434516

Senior Advisor (Hull)

Dr Bryan Wilson E: bryan.wilson@hyms.ac.uk T: 01482 463074

Senior Advisor (York)

Dr Aziz Asghar E: aziz.asghar@hyms.ac.uk T: 01482 466422 / 01904 321753

Health and Safety

Dr Andy Kardasz E: andy.kardasz@hyms.ac.uk T: 01904 321745 / 01482 464183

Secretary, HYMS Ethics Committee

Mrs Janet Tasker E: janet.tasker@hyms.ac.uk T: 01482 463074

IT Support

Mr Ade Hollingsworth (York) E: help@hyms.ac.uk T: 01904 321747
Mr Rob Westerby (Hull) E: help@hyms.ac.uk T: 01482 463195

Learning Support

Mr Paul Scott E: paul.scott@hyms.ac.uk T: 01904 321752

SECTION I – HYMS and Postgraduate Administration

1.4 Communication within HYMS

HYMS seeks to provide good academic and pastoral support for its research students.

Academic-related problems can be addressed to your research supervisors, the relevant Head of Centre or the Academic Director, Dr Sarah Elton. Pastoral problems can be addressed to the Senior Advisors whose details are listed on page 4 or to Elaine Brookes or Victoria Hill.

It is essential that you use your HYMS email address, which is the only email address we will use to contact you. Email is a primary means of communication within HYMS and you are expected to check it regularly as it is used to send vital information. You are advised to forward mail from your other university accounts to your HYMS email account to ensure that you do not miss important emails from the universities. In addition, you are asked to check HYMS Blackboard regularly as important information and announcements are posted there. The HYMS website also contains useful and topical information.

1.5 Keeping your contact details and personal information up to date

It is your responsibility to ensure that HYMS has complete and accurate contact details for you at all times. Students registered at either Hull or York can manage their contact details and review personal information held by HYMS and the Universities through E-VISION, accessed using your York University username and password. If you are unable to make changes to your personal information, please contact Elaine Brookes immediately, who will advise you further.

1.6 The academic year

While the work of research students is not restricted to semesters, some aspects of your study will be done in semester time – for example, taught modules that you undertake as part of the HYMS Postgraduate Training Scheme (PGTS).

The 2011–2012 academic year for HYMS Postgraduate Research Students begins on 26th September and students will be emailed details about how to register.

The semester dates for academic year 2011-2012 at HULL are:

Semester One:

26 September 2011 to 27 January 2012

Christmas vacation:

19 December 2011 to 13 January 2012

Examination weeks:

16 January 2012 to 27 January 2012

Semester Two:

30 January 2012 to 8 June 2012

Easter vacation:

26 March 2012 to 13 April 2012

Examination weeks:

14 May 2012 to 8 June 2012

The term dates for 2011-2012 at YORK are:

Autumn Term:

10 October 2011 to 16 December 2011

Spring Term:

9 January 2012 to 16 March 2012

Summer Term:

23 April 2012 to 29 July 2012

1.7 Feedback

Student feedback on programme organisation, research training opportunities, facilities, and other relevant issues is welcome. Feedback should be directed to the Academic Director, who will forward issues to the HYMS Quality and Standard Officer as appropriate. All research student feedback will be followed up with the student body through emails detailing what has been done in response to feedback. Postgraduate research students are also represented on the major HYMS committees as well as the Staff Student Committee. Representation on University level committees (the HYMS Joint Senate, for example) is coordinated by the officers of the two student unions.



“

The HYMS has been very supportive and understanding of the different pressures and demands of conducting research in a clinical setting, and of balancing the needs of training with academic progression.

”

Dr Georgina Morris
HYMS MD student and Specialist Registrar

SECTION 2 – Central facilities

IN THIS SECTION:

- 2.1 Library facilities
- 2.2 Computing facilities
- 2.3 Wireless hotspots
- 2.4 Postgraduate societies



“

HYMS is excellent at providing academic and support services, always putting the welfare of its students first. There are two very useful libraries and the IT services are fantastic.

”

Dr Myint Aye

HYMS PhD student and Research Fellow,
Diabetes, Endocrinology and Metabolism

2.1 Library facilities

As a HYMS research student you have access to the library resources provided by both the University of Hull and the University of York. This includes borrowing rights at both University libraries and access to their electronic information resources. You will receive University cards for both institutions which act as library cards.

Full information about the range of services provided by each library, including borrowing rights, loan periods, and opening hours can be found on the libraries' web pages:

- University of Hull <http://www2.hull.ac.uk/acs/lib.aspx>
- University of York <http://www.york.ac.uk/library>

Your University of Hull Athens account gives you access to Hull's collection of electronic journals and databases. Your University of York Computing Service username and password will give you access to York's electronic journals and databases.

You can also make use of the Interlending/Interlibrary loan facilities provided by either Hull or York. Please choose which library you are going to use for the purpose of making such requests at the start of each academic year. The first 30 requests in each academic year will be charged to HYMS, but the costs of further requests will need to be met by you or your research grant. The University of York library also provides a minibus service to the British Library Document Supply Centre at Boston Spa in Yorkshire, which can also be visited independently (<http://www.bl.uk/reshelp/inrooms/bspa/bostonspa.html>).

Further help and links to HYMS-related resources are available via the HYMS Library tab in Blackboard and the HYMS library web pages at: <http://www.hyms.ac.uk/about/libraries>.

Regulations on the use of the two libraries can be found on their respective webpages. If you need further help in using library services, please email the HYMS Library team (E: library@hyms.ac.uk).

2.2 Computing facilities

You will be given a HYMS login and email address. You will also be entitled to logins for the Universities of Hull and York. If these are not provided automatically on registration, please contact E: help@hyms.ac.uk to obtain them.

The research Centre to which you are affiliated will provide your main office or laboratory base, and IT facilities will normally be found there. You may also use the IT facilities that are found in the two University libraries. If you require additional IT work space outside your centre or unit, please contact postgraduate@hyms.ac.uk.

Regulations govern the use of computer facilities at HYMS as well as in the two Universities and misuse of computer facilities is taken very seriously.

The full text of the regulations can be found at: <http://www.hyms.ac.uk/about/documents/IT.pdf>

2.3 Wireless hotspots

The University of Hull offers a number of 'wireless hotspots' with many areas of the Hull campus covered. The full list may be viewed at: <http://www2.hull.ac.uk/acs/help/wireless-network.aspx>

The University of York also offers wireless access, through Eduroam and NAS. Further information can be found at <http://www.york.ac.uk/services/cserv/net/wireless>

2.4 Postgraduate societies

Both Universities have societies for postgraduate students. At the University of Hull, the Postgraduate Society comprises students from all disciplines and aims to create a strong postgraduate community. It organises a regular programme of social activities, including parties, meals, theatre trips and networking events, so there are many opportunities to meet fellow postgraduate students across disciplines. At the University of York, the Graduate Students' Association (GSA) represents postgraduate student views at various university committees as well as organising social events and sports sessions. The GSA also provides a welfare service, help and advice on academic matters and practical services such as photocopying and borrowing laptops.

The University of Hull Postgraduate Society can be contacted by E: hupgsoc@gmail.com

The University of York GSA can be contacted by E: info@yorkgsa.org or telephoning T: 01904 432718. Further information can be found on its webpage: <http://www.yorkgsa.org>

SECTION 3 – Your degree – basics

IN THIS SECTION:

- 3.1 HYMS programme regulations
- 3.2 Duration of study, writing up period and extensions
- 3.3 Reduction in period of study for research degrees examined solely by thesis
- 3.4 Registration and the payment of tuition fees

3.1 HYMS programme regulations

All HYMS qualifications are governed by University level regulations that are approved by the HYMS Joint Senate. The regulations ensure consistency and govern such matters as registration and prescribed period of study for the degrees, the process of examination, the decisions which examiners can make, and transcripts. Regulations also govern research training. Full details of the regulations are available at: <http://www.hyms.ac.uk/about/regulations.aspx>

Awards at HYMS and the Universities of Hull and York are designed to comply with the Quality Assurance Agency's Framework for Higher Education Qualifications and other external reference points (information is available at <http://www.qaa.ac.uk>).

3.2 Duration of study, writing up period and extensions

HYMS' regulations govern the permitted duration for your thesis. You should aim to finish your research degree within the normal allotted time but in exceptional cases you may be granted an extension (for which an extension fee is charged). It may also be possible to take a writing up period (for which a writing up fee is charged). The tables on the following pages contain information about study duration, the writing up period, extensions, permitted total duration of study and fees.

The writing up period is designed for completion of your thesis, specifically to finish the writing. You should do no primary research (i.e. significant data collection in the lab, clinic or field or extensive analyses, especially those that require specialist infrastructure such as cluster computing) during your writing up period. You should therefore only take a writing up period if you have finished your primary research but have not yet finished writing your thesis.

In a **writing up period** you keep your access to libraries and other central support facilities provided by the two universities as well as hotdesk space provided (if available) by HYMS. However, as you will have finished your primary research you will have no access to laboratory or other research facilities. Access to desk space and IT facilities within a HYMS Centre is provided at the discretion of your supervisor in consultation with the Head of Centre.

You will receive supervision associated with writing up, including meetings with your supervisor and comments on drafts of your

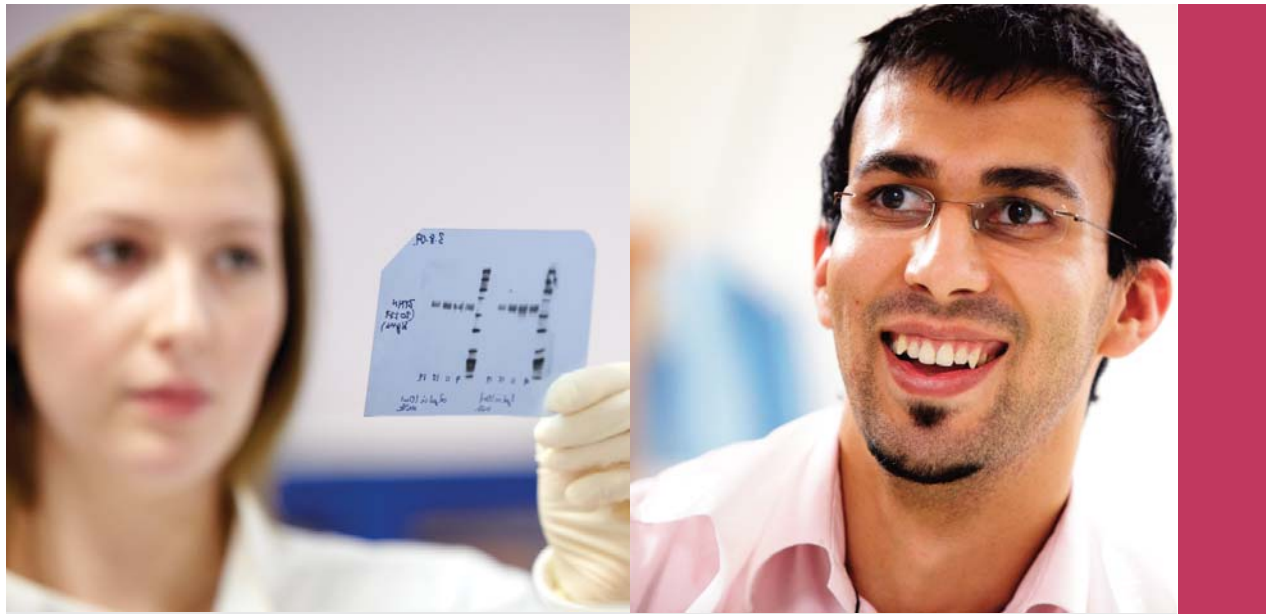
thesis. You will also continue to have Thesis Advisory Panel (TAP) meetings, details of which are provided in Section 4 of this handbook.

In exceptional circumstances and on the recommendation of your TAP you may apply for an **extension**. If, at your final scheduled TAP meeting, you appear to have made inadequate progress in your primary research, your TAP may recommend that you apply for an extension. 'Inadequate progress' is defined as being unable to finish the bulk of your primary research (requiring further significant data collection in the lab or field or extensive analyses, especially those that need special infrastructure such as cluster computing time) by the end of your initial registration period. Given that the TAP is responsible for monitoring student progress and advising accordingly throughout the research degree, it is hoped that recommending an extension is an unusual occurrence. However, in some circumstances (for example, when experiments repeatedly fail to yield usable results despite the best efforts of student and supervisor, failure to recruit an adequate sample of healthy volunteers or patients, or if lab equipment fails), it might be unavoidable.

However, you should note that **inadequate progress in itself does not justify an extension** and the reasons behind failure to complete your research should be given in the application for an extension. You should also note that granting an extension, even if supported by your TAP, is at the discretion of the HYMS Postgraduate Programmes Board, ratified by the HYMS Board of Studies, and **an extension is not guaranteed**. You will not normally be able to request an extension if you have taken a writing up period. Given that you have no access to research facilities during a writing up period, it is strongly recommended that you apply for an extension rather than take the writing up period if you are unlikely to complete your primary research by the end of your initial registration period.

Extensions will not normally be granted on the basis of circumstances (severe illness, pregnancy, compassionate leave) that fall under the code of practice on Leave of Absence. Under such circumstances, the student should apply for leave of absence (also known as 'suspension' and 'intercalation') immediately, and on approval of leave of absence, their registration will be suspended for a given period ('stop the clock') and their thesis submission date altered accordingly.

If you request an extension after a writing up period, the Postgraduate Programmes Board will investigate why you



Summary table: initial registration period, writing up period and normal permitted duration for completion of thesis and training for research degrees at HYMS

	MSc by Thesis	MPhil and PhD	MD
Duration of study - initial registration period	FULL-TIME one year PART-TIME two years	MPhil FULL-TIME two years PART-TIME three years PhD FULL-TIME three years PART-TIME five years	Either two years FULL-TIME or equivalent time on PART-TIME research
Writing up period	FULL-TIME up to four months PART-TIME up to six months	MPhil FULL-TIME AND PART-TIME up to twelve months PhD FULL-TIME AND PART-TIME up to twelve months	FULL-TIME up to twelve months PART-TIME there is no set duration but total duration of MD programme must normally not exceed five years
Normal permitted duration for completion of thesis and training (including writing up period)	FULL-TIME one year four months from initial registration PART-TIME two years six months from initial registration	MPhil FULL-TIME two years, nine months from initial registration PART-TIME three years, nine months from initial registration PhD FULL-TIME four years from initial registration PART-TIME six years from initial registration	FULL-TIME third anniversary of commencement of programme PART-TIME fifth anniversary of commencement of programme

failed to request an extension at the end of your initial period of registration.

If the Postgraduate Programmes Board denies your application for an extension, it will give the reasons for its decision and recommend the alternate route you should take (for example, submit thesis, request writing up period, transfer registration to a lower award or withdraw from the programme completely).

Extensions will normally be granted for one year in the first instance. During an extension, you have access to all the facilities previously provided that allow you to undertake your research degree, including laboratory and other facilities necessary for primary research. You will receive normal

supervision and TAP meetings during your extension period. Having access to the full range of facilities means that you pay a higher fee for an extension than you do for a writing up period. If you take both an extension and a writing up period, you will be charged fees for both.

Three months prior to the end of your initial registration period you must inform Elaine Brookes (using the appropriate form, which can be found on the postgraduate area of Blackboard) whether you intend to (i) submit your thesis, (ii) take a writing up period or (iii) apply for an extension. You should discuss the best course of action with your TAP at your final scheduled meeting (which will occur three months prior to the end of your initial registration period).

SECTION 3 – Your degree – basics

Summary table: extension period and total permitted duration for completion of thesis and training for research degrees at HYMS

	MSc by Thesis	MPhil and PhD	MD
Extension period - exceptional circumstances only	<p>FULL-TIME up to one year two months. Must apply for extension within one year and four months of commencing degree.</p> <p>PART-TIME up to one year four months. Must apply for extension within two years and six months of commencing degree</p>	<p>MPhil FULL-TIME AND PART-TIME up to two years three months. Full-time students must apply for extension within two years nine months of commencing degree; part-time students within three years nine months of commencing.</p> <p>PhD FULL-TIME AND PART-TIME up to two years six months. Full-time students must apply for extension within four years of commencing degree; part-time students within six years of commencing.</p>	<p>FULL-TIME AND PART-TIME at discretion of Postgraduate Programmes Board.</p>
Total permitted duration for programme (under exceptional circumstances)	<p>FULL-TIME within two years and six months of initial registration</p> <p>PART-TIME within three years and ten months of initial registration</p>	<p>MPhil FULL-TIME by the fifth anniversary of initial registration</p> <p>PART-TIME by the sixth anniversary of initial registration</p> <p>PhD FULL-TIME within six years sixth months of initial registration</p> <p>PART-TIME within eight years six months of initial registration</p>	<p>Thesis must be submitted within five years of application date, unless extension granted by Postgraduate Programmes Board.</p>



Summary table: writing up and extension fees for research degrees at HYMS

	MSc by Thesis	MPhil and PhD	MD
Writing up fee (2011-2012)	£250 (no rebates given)	£250 (no rebates given)	£250 (no rebates given)
Extension fee (2011-2012)	Equivalent to one year's full postgraduate research degree fee (Home/EU or Overseas as applicable). Rebates - FULL-TIME Before two months: 50% PART-TIME Before four months: 50%	Equivalent to one year's full postgraduate research degree fee (Home/EU or Overseas as applicable). Rebates (MPhil and PhD) - FULL-TIME Before three months: 100% Before six months: 50% Before nine months: 25% PART-TIME Within six months: 100% Before nine months: 50%	Equivalent to one year's full postgraduate research degree fee (Home/EU or Overseas as applicable). Rebates - (FULL-TIME and PART-TIME) - Nine - twelve months before end of extension: 100% Five - eight months before end of extension: 66% One - four months before end of extension: 33%

3.3 Reduction in period of study for research degrees examined solely by thesis

If you are registered for an MPhil or PhD, you may be permitted to count up to a year of full time research conducted at another institution towards the period of study and research required for your HYMS degree. The research conducted elsewhere must not have been counted towards another qualification and must have been approved by the HYMS Board of Studies.

Before you apply for a reduction in period of study, your case must be approved by the Chair of the Postgraduate Programme Board, on the recommendation of the Thesis Advisory Panel and Head of Centre.

3.4 Registration and the payment of tuition fees

All students are required to register each academic year with the University to which they have been allocated. This will be the University that is the main base or employer of your principal supervisor. All students, regardless of their registration site, are equal members of HYMS and have access to facilities at both the University of Hull and the University of York. Hull-registered students who are registering for the first time will be invited to enrol on campus during the first week of the semester (it may also be possible to register by post – please contact Elaine Brookes). Hull-registered students who are continuing into their next year will receive an email in August inviting them to enrol. These students should complete this process by the end of registration week. This information will be sent to your email account and will contain a username, password and re-registering instructions.

York-registered new and continuing students will receive an email in August inviting them to enrol before arriving on campus or during the first week of term. This information will be sent to your email account and will contain a username, password and joining instructions.

Along with your annual registration you are required to pay, or make appropriate arrangements for the payment of, your tuition fees with the student finance office at your University of registration. They will send you details of how to do this. You will not be allowed to register if you are in debt to your University or HYMS. Failure to register means that you cannot receive tuition, access facilities in HYMS or the Universities, or receive any award, transcript or other official document. (Overseas students may also be in breach of their student visa.)

- Information about HYMS research tuition fees is available from: <http://www.hyms.ac.uk/postgraduate/fees-bursaries-funding.aspx>

If you encounter any difficulties in paying your fees you must consult Elaine Brookes without delay.

As there may be occasions where you need to prove your status to an external body, once registered you are entitled to a 'status certificate' which is an official document confirming you are a registered student. This is available on request from Elaine Brookes.

SECTION 4 – Postgraduate life

IN THIS SECTION:

- 4.1 General University regulations
- 4.2 Disability
- 4.3 Attendance and absence
- 4.4 Time management and how to study
- 4.5 Research supervision
 - 4.4.1 Supervisions and Thesis Advisory Panel (TAP)
 - 4.4.2 The responsibilities of your supervisor
 - 4.4.3 Your responsibilities as a research student
- 4.6 Monitoring your progress
- 4.7 Transferring your registration
- 4.8 Personal Development Planning (PDP) and Progress Files
- 4.9 Research training
- 4.10 Careers
- 4.11 Your thesis

4.1 General University regulations

As a student you have both rights and obligations in respect of your fellow students, members of staff, and others who come into contact with the Universities. HYMS and the Universities have general regulations governing the conduct of students, as well as specific policies and procedures.

These codes and regulations also cover various non academic issues (such as possession of drugs or damage to property). You have rights to freedom of speech, freedom from harassment, and to have your personal information handled in accordance with the Data Protection Act, but you also have obligations to respect other peoples' right to free speech, freedom from harassment, and protection of their personal information.

Further details of the relevant regulations, policies and procedures that affect you as a student are available at <http://www.hyms.ac.uk/about/regulations.aspx> as well as on the websites of the two Universities.

4.2 Disability

HYMS and the Universities are committed to a policy of Equal Opportunities for disabled students and staff and are working towards creating an environment in which all students and staff are able to participate fully in the academic and social life of the institutions. Disability Services at the Universities offer advice and support to all students and staff covering a wide range of impairments including physical and mobility difficulties, hearing impairments, visual impairments, specific learning difficulties including Dyslexia, Dyspraxia, Asperger's syndrome, ADHD, mental health problems, and medical conditions.

If you have a disability, you should seek advice and assistance from Disability Services at your university of registration. You are not compelled to disclose your disability to the university, HYMS or your supervisor. However, we advise strongly that you make us aware of your disability when you first arrive at HYMS so that we can make you time with us as enjoyable and productive as possible.

You must do your best to seek help. The funding arrangements for postgraduate research students with disabilities are complex and if you have not already received the support you deem necessary (for example specialist software to help you with your writing), you should contact Disability Services without delay to determine the type of assistance you may be entitled to. HYMS

will support you in this, but must be made aware of any difficulties you are facing.

Disability Services will normally supply you with an Assessment and Needs Report, which you can give to HYMS and your supervisor. The support facilitated by Disability Services essentially 'levels the playing field', and your thesis must therefore conform to the requirements laid down in the HYMS Regulations, Codes of Practice, and other Guidelines provided by HYMS.

4.3 Attendance and absence

Life as a postgraduate research student is very different to undergraduate or taught postgraduate study. You are expected to work independently as well as part of your research team, be self-motivated and set many of your own tasks and priorities. Expectations about attendance vary from Centre to Centre and also according to your research project and whether you are registered as a full or part-time student. In many Centres, you will be expected to attend regularly and at set hours (often, doing a research degree is more like having a job than being a student). Overseas students are also required to contact Elaine Brookes to comply with visa regulations. More information about this can be found on the postgraduate area of Blackboard. You should discuss attendance requirements with your supervisor when you begin your project and establish when and where you will work on your project. Many Centres require attendance at formal seminars, journal clubs, lab meetings and other activities. You should also discuss how you agree planned absences (such as holidays), how you communicate unplanned absences (such as illness) and how you record periods away from the University (for example fieldwork or conferences).

You should meet your supervisor (face-to-face or by email/written contact) regularly and frequently to discuss your work and progress. If you are a full-time student, these meetings should normally be at least once a fortnight in your first year in order to help you start your project and determine your training needs. In subsequent years, you may need to meet them less frequently, although you must meet at least nine times over the year except in special circumstances (such as overseas fieldwork). If you work in a laboratory, it is likely that you will see your supervisor much more frequently than this. Do not be afraid to ask your supervisor for a meeting, even if it falls outside the times you may have agreed previously. Your supervisor is there to help, and wants you to succeed. It also may be helpful to

'book' meetings with your supervisor well in advance, for example at the end of the previous supervision session. This helps to provide structure for your work and also means that you can pin your (probably) busy supervisor down to a particular time!

If you are a part-time student, the HYMS regulations require that you visit your supervisor at least six times per year, as arranged with them. Before beginning your degree, you must satisfy HYMS and your supervisor that you are able to do this and have adequate facilities to pursue your research. As a part-time student, it is especially important for you to manage your time effectively and ensure that you are getting adequate support for your research. Your supervisor and Thesis Advisory Panel (TAP) will help you do this, but please also feel free to discuss your timetable and progress with Elaine Brookes or the Academic Director. MD candidates are additionally required to attend HYMS for up to 28 days per year if requested to by their supervisor or HYMS.

If you, as a full or part-time research student, need to take a leave of absence from your studies, please contact Elaine Brookes in the first instance. If your absence is related to a disability, Disability Services at either University can be contacted for advice, either before or after you speak to HYMS.

4.4 Time management and how to study

Managing your time is one of the biggest challenges of postgraduate research. Much of what you do will be un-timetabled, and you are responsible for using your time effectively. Another major challenge when starting postgraduate research is assessing how much detail you need to go into for background reading, and the breadth of that reading. Your supervisor and TAP will guide you in this, and training and advice about time management and how to study is also available via the Postgraduate Training Scheme (PGTS) – see Section 4.9.

4.5 Research supervision

4.5.1 Supervisions and Thesis Advisory Panel (TAP)

You will be allocated a principal supervisor and a Thesis Advisory Panel (TAP) who are responsible for guiding you during your studies. It is likely that you have already had significant contact with your principal supervisor, who will provide guidance on your project, training and professional development. Supervisions are an important aspect of your progress as a research student. The content and outcomes from meetings should be recorded by your supervisor, in consultation with you, and be sent to Elaine Brookes as well as given to you for your progress file. You should use this record to remind yourself of tasks and priorities as well as using it to assess your progress over a period of weeks or months.

Your Thesis Advisory Panel comprises your supervisor and two other members of academic staff with appropriate knowledge and skills, possibly from departments other than HYMS. One of the additional members will normally be a senior academic who will act as the Chair of the panel.

Whether you are a full-time or part-time student, you will meet your TAP twice a year, providing your Progress File and research plans, sample chapters and details of your training credits and development plans (see section on 'Research Training'). Your TAP meetings will enable you to discuss your current and future work and ask for advice about your project. Make use of your TAP! They are there to help you and as their skills complement those of your principal supervisor they may be able to introduce you to interesting areas of study or have a novel perspective on

your work. At the end of each TAP meeting you will always be given the opportunity to talk confidentially to the Chair about your project, and discuss the quality of your supervision frankly. If a problem is identified, the TAP Chair will help to resolve it.

Your responsibilities, alongside those of your Centre, your supervisor and your TAP are detailed in the HYMS Code of Practice for Postgraduate Research Students (see Annex 1). An extract of this code is set out below. You should ensure that you are familiar with the obligations listed in it.

4.5.2 The responsibilities of your supervisor

The full list of supervisory responsibilities is listed in the HYMS Code of Practice on Research Students (Annexe 1 and <http://www.hyms.ac.uk/about/regulations.aspx>). In brief, before agreeing to supervise a research proposal, your prospective supervisor should satisfy him or herself that they have the necessary knowledge and expertise to supervise the project. They should also think carefully about whether the project is appropriate for the degree concerned, and that it can reasonably be undertaken with the resources available and in the required timescale. They should also be confident, as far as this is possible to determine, that you have the background, knowledge and ability to undertake the project successfully. If your supervisor is new to supervision or to HYMS, they will also be expected to undertake relevant training or continued professional development.

As a postgraduate research student, you are expected to take responsibility for your own work but supervisors must provide a framework for your studies. They should guide your research project and give you adequate support throughout your degree, encouraging you to keep abreast of your subject, and constructively commenting on your work. They should also give you advice about research training, your general career development and presentation of your thesis. In addition, they will ensure that you are aware of the regulations that govern your degree and deadlines. They should be accessible and approachable.

If you are an overseas student, your supervisor must ensure that you get appropriate support, which may include more face-to-face meetings than are normally expected and help with language and basic university work. Whether from home or overseas, if you feel you require more assistance from your supervisor than you are getting, please raise the issue with them, or with your TAP, Head of Centre or Academic Director as appropriate.

4.5.3 Your responsibilities as a research student

The full list of your responsibilities as a research student is listed in the HYMS Code of Practice for Postgraduate Research Students (Annexe 1 and <http://www.hyms.ac.uk/about/regulations.aspx>). In brief, you should discuss with your supervisor the types of guidance and comments you find most helpful, and agree a schedule of meetings. You must actively seek guidance – don't wait for your supervisor to come to you if you need advice or help! You should then act on that guidance, and the advice given by your TAP. You should meet deadlines agreed with your supervisor and TAP, and submit work for supervisions and TAP meetings in a timely fashion. Along with your supervisor, you should take responsibility for being aware of and understanding the regulations pertaining to your degree and funding. Keep your supervisor informed about your timetable, including periods of absence (for research or personal purposes).

Your supervisor is likely to have a big intellectual investment in your project, having, for example, acquired funding for it, or designed it as part of a larger project. You should keep your

SECTION 4 – Postgraduate life

supervisor fully informed about the people with whom you have discussed your work, as this may impact upon the choice of your examiners or in certain cases may have implications for confidentiality of work in your Centre. If the latter, your supervisor should inform you of this at the beginning of your project.

Remember that you are responsible for taking the opportunities presented to you within HYMS, the Universities and externally. This includes active engagement with the HYMS Postgraduate Training Scheme (see Section 4.9). Centre activities such as seminar and lab meetings, and attendance at external events such as conferences and workshops. Your involvement in your Centre and research group is also a vital factor in maintaining a vibrant research environment for you and your colleagues. Very importantly, you must also decide when your thesis is ready to submit, taking the advice of your supervisor, and give them and your TAP if appropriate a final draft in good time. Make sure you remember the deadlines related to your degree and provide Elaine Brookes with your intention to submit, writing up period request or applications for extensions within the required timescale.

4.6 Monitoring your progress

Your Thesis Advisory Panel (TAP) is the primary means for monitoring your progress. Whether you are a full-time or part-time student you must normally meet them twice per year, submitting a written report and supporting documentation (such as thesis chapters, timetables and tables of contents for your thesis), details of your research training, a short report on supervision (which is confidential and seen only by the Chair of the TAP), and any other documentation requested by your TAP. Further details are available on the postgraduate area of HYMS Blackboard. After your TAP meeting, the Chair makes a written report on your progress and any advice and recommendations given to you at the meeting. This report is then signed by you and the members of the TAP before being sent to Elaine Brookes, who files it and makes it available to the Postgraduate Programmes Board and HYMS Board of Studies as appropriate. The TAP system is designed to be a constructive and supportive process that helps students and supervisors alike to produce the best quality research possible in a pleasant and non-threatening atmosphere. Between TAP meetings, your supervisor will monitor your progress through use of the Progress File, and will clearly set out tasks, expectations and deadlines. Each meeting should be recorded on the 'supervision record' sheet, which can be downloaded from the postgraduate area of HYMS Blackboard.

The monitoring process is very important in ensuring that any problems are not left until too late in the research study period, and ensuring in particular that the relationship between you and your supervisor is working well and that you have adequate facilities to conduct your research. If problems arise, you must draw them to the attention of your supervisor, TAP or HYMS. If you had not reported such problems through the HYMS monitoring process or other means, an appeal on failure to get a degree would be very unlikely to succeed if your ground for appeal was inadequate supervision. HYMS has the right to terminate the registration and programme of study of students who are found to be making unsatisfactory progress. The procedure for this can be found in the regulations and codes of

practice: <http://www.hyms.ac.uk/about/regulations.aspx>

4.7 Transferring your registration

Most PhD students will be registered for a PhD when they start at HYMS. This is a departure from previous process, where prospective PhD students would register initially for an MPhil then upgrade to PhD. Nonetheless, if registered for a PhD at the start of your time at HYMS, you must demonstrate that you have made adequate progress for re-registration after the first year (or the second if you are part-time). This will take place through a 'major' TAP meeting, for which you will be required to prepare a substantial amount of work and discuss your past, current and future work in detail with your TAP. If your TAP feels that you have not made sufficient progress, they will request you resubmit the necessary materials after a further period of study. If your TAP thinks that you are not making sufficient progress to complete a PhD, they may recommend that you are transferred to the relevant Masters degree.

MD students are initially registered as provisional MD candidates. Nine months after registration, you, if full-time, will be required to prepare a report and undergo a transfer viva (a 'major' TAP) to assess your progress before proceeding to Year 2 and transfer to the specific degree category of MD. If you are part-time, the transfer assessment process will normally take place within the first eighteen months of study. The TAP will assess whether your registration should be upgraded from 'provisional', and can either recommend transfer to MD registration, ask you to revise the report for reassessment within a period of time of between three and six months, or to recommend that your candidature is terminated. In exceptional circumstances, candidates for the degree of MD may be considered for transfer to candidature for the degree of PhD, subject to approval by the Postgraduate Programmes Board which must be satisfied with the arrangements for the extended work.

Termination of a research degree is treated very seriously by HYMS, and its structures are designed to promote research success by ensuring that students are monitored and supported. However, in some cases termination of programme is the only option and is governed by the code of practice on Termination of Programme:

<http://www.hyms.ac.uk/about/regulations.aspx>

4.8 Personal Development Planning (PDP) and Progress Files

Your supervisions and TAP meetings are an important part of judging your progress and setting future goals, and form part of your entitlement to a regular review of your progress on your research degree. HYMS supports Personal Development Planning (PDP), defined as 'a structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement and to plan for their personal, educational and career development' (Quality Assurance Agency).

PDP is intended to help you become a more effective, independent and confident self-directed learner and encourage a positive attitude to learning throughout your life. It helps you understand how you learn and relate your learning to a wider

context, as well as improving your general skills for study and career management. It also assists you to articulate your personal goals and evaluate your progress towards these goals. Although separate from the Continued Professional Development (CPD) required by the NHS, it complements this and other similar schemes.

You should keep a Progress File, and update it regularly, in consultation with your supervisor and TAP. You should send your Progress File to your TAP before your meetings as part of your required TAP documentation. You should make full use of the training and development opportunities offered at HYMS and the two Universities, including seminars and journal clubs run by your Centre and HYMS. The Postgraduate Training Scheme (PGTS) is designed to be a major contribution to PDP, and you are encouraged strongly to design and follow your own programme of research training within the options offered by HYMS.

Further information about Personal Development Planning and Progress Files can be found on the Quality Assurance Agency's website (<http://www.qaa.ac.uk/students/guides/UnderstandProgFiles.asp>), as well as in the *HYMS Personal Development and Research Training Handbook*.

4.9 Research training

It is now widely recognised by employers, professional bodies and research funding agencies that specialist expertise alone is not sufficient preparation either for research or a subsequent career, within and outside academia. With this in mind, HYMS requires you to follow a research training programme – the HYMS Postgraduate Training Scheme (PGTS) – relating both to your particular field of study and to generic/professional skills (such as information technology and communication skills). This training is intended to support and not replace the guidance given by your supervisor and TAP.

In consultation with your supervisor and TAP you will need to put together a training programme individually tailored to your needs. Information about how to do this and the options open to you can be found in the *HYMS Personal Development and Research Training Handbook*.

The courses you do must be approved by HYMS and accredited. If you are registered for a PhD, you must acquire a minimum of 60 credits over the course of your degree. This is reduced pro rata for MPhil (40 credits) and MSc by Thesis (20 credits). You will not be allowed to submit your thesis unless the required credits have been achieved. On the recommendation of your supervisor, and subject to approval by the Postgraduate Programmes Board, you may count accredited prior learning ('APL') towards your PGTS. A maximum of 10 credits for an MSc by Thesis, 20 credits for an MPhil and 40 credits for a PhD may be achieved in this way.

4.10 Careers

It is never too soon to start thinking about life after your research degree. If you are a clinician registered full or part-time at HYMS, it is likely that undertaking a research degree is already part of

a longer term career plan. If you are a basic scientist, it may be the case that you will need to think about your options post-PhD. Training offered as part of the PGTS will help you develop your transferable and specialist skills and enhance your employability. Your supervisor and TAP will be a good first point of contact for careers advice and planning how you will develop your career after a research degree. From time to time, HYMS will also run careers seminars, and careers information will be posted on Blackboard. Both Universities have Careers Services and you are encouraged to use these, as they have a wealth of resources as well as specialist careers advisors to help you explore your options once you leave HYMS.

The Hull Careers Service is located on the third floor of the Students' Union Building. You are welcome to telephone them on 01482 465096, or visit in person when they are open. They can also be contacted by E: car@hull.ac.uk

- Further information can be found on their webpage: <http://www2.hull.ac.uk/student/careers.aspx>

The York Careers Service is located between the Language Centre and the large car park on the Central Hall access road off the University Road. You are welcome to telephone them on 01904 432685, or visit in person when they are open. They can also be contacted by E: careers@york.ac.uk Most of their facilities are available on a 'self-service' basis with help from the Receptionist, Information Officer or duty Careers Adviser.

- For information on opening hours and Duty Careers Adviser availability, please visit the webpage: <http://www.york.ac.uk/services/careers>

4.11 Your thesis

HYMS has detailed rules governing the period of time allowed for the writing-up process, including the payment of extension and writing up fees (see Section 3.2, Duration of study, writing up period and extensions). The layout and submission of your thesis are also detailed in the regulations and codes of practice. The summary table below contains some essential information but you and your supervisor should carefully check the regulations and codes of practice in full, asking advice from Elaine Brookes as necessary. You can find full thesis presentation specifications on Blackboard.

HYMS requires that you give three months' notice of your intention to submit your thesis (which enables your examiners to be appointed and starts the administrative process). At this time, you should submit a finalised title for your thesis.

HYMS regulations also govern the examination process for research degrees. The appropriate regulations can be found at: <http://www.hyms.ac.uk/about/regulations.aspx>. To help prepare yourself for writing your thesis and defending it in a viva voce examination, you are encouraged to talk to your supervisor and TAP as well as enrolling on relevant training courses. More information about writing your thesis and presenting it effectively is available on Blackboard.

4.11 Summary table : Your thesis

	MSc by Thesis	MPhil and PhD	MD
Thesis word limit	50,000 words	MPhil 70,000 words PhD 100,000 words	80,000 words
Submission of thesis	Two copies of thesis summary – max 300 words	Two copies of thesis summary – max 300 words	Two copies of thesis summary – max 300 words

SECTION 5 – Conduct

IN THIS SECTION:

- 5.1 Health and safety
- 5.2 University policies on smoking
- 5.3 Ethics
- 5.4 Academic and research integrity
- 5.5 Plagiarism and how to avoid it
- 5.6 Referencing requirements for work by research students at HYMS



5.1 Health and safety

HYMS students must be aware of health and safety requirements when conducting their research. Individual supervisors will work with their students to undertake risk assessments for research as appropriate.

As a research student within HYMS you may be based at different locations at the Universities or on NHS premises. For your own safety it is recommended you make yourselves aware of the fire evacuation procedures for the area where you will be carrying out your research.

5.2 University policies on smoking

Smoking is prohibited in University buildings and other covered public places on campus. It is also strongly discouraged outdoors on the campuses, especially near buildings.

The smoking policies of the Universities can be found at <http://www2.hull.ac.uk/administration/pdf/SMOKING%20POLICY%20Final%20Draft.pdf> and <http://www.york.ac.uk/admin/hr/resources/policy/smoking.htm>

5.3 Ethics

Staff and students of the two Universities, including HYMS, are expected to work within a strict ethical framework that includes teaching and general university business as well as research. HYMS has an Ethics Committee that reports to the Ethics Committees of the two Universities. You should discuss the ethical implications of your research project with your supervisor and Thesis Advisory Panel. They will guide you through the process of getting ethical approval and you should remember that it may be necessary to get NHS ethics approval as well as HYMS and university approval for your proposed project. If you intend to recruit HYMS students as participants in your research, you must abide by the HYMS Policy for Student Participation as Subjects in Research, a copy of which can be found on Blackboard.

- More information about the HYMS Ethics Committee can be found at: http://www.hyms.ac.uk/committees/attachments/com_20_2009_4_7-952-FAQs.pdf
- Information on the Ethics policies of the Universities of Hull and York as well as the NHS can be found at:
- <http://www2.hull.ac.uk/administration/researchoffice/usefulinfo/ethicspolicy.aspx>
- http://www.york.ac.uk/research/policy/CoP_Ethics.htm
- <http://www.nres.npsa.nhs.uk/>

5.4 Academic and research integrity

HYMS is committed to the exploration, creation and communication of knowledge. In fulfilment of this mission, it is committed to conducting its research professionally, in ways that are both expert and responsible. The Nolan Committee on Standards in Public Life has made recommendations 'to ensure the highest standards are maintained' in key areas of public life. The Committee properly sees higher education as one of those key areas. Both Universities have endorsed the seven principles of public life that the Nolan Committee articulates for the benefit of all who serve in a public way and which have relevance to best practice in the conduct of research: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Everyone involved in research in an institution of higher education owes a duty of accountability to society, to their profession, to their institution and to the funders of their research, to accept full responsibility for the integrity of their own conduct of that research, and for the activities of staff or students under their direction. This extends to accountability for the ethical basis of the research, for the safety of all involved in the research process, for the probity of the financial management of the project, and for seeking to provide optimum value for the public or private funds invested in the project. These responsibilities extend in turn to the effective management of any agreed timetable for the project, together with timely provision of any tangible outcomes scheduled to be delivered to an external sponsor. Any member of staff who has concerns that research misconduct has taken or is taking place has a duty of care to raise those concerns and should feel free to raise them with the most appropriate officer in complete confidence.

The HYMS Codes of Practice on Academic Misconduct (http://www.hyms.ac.uk/about/documents/CoPAcademicMisconduct260906_000.pdf) and Research Misconduct (http://www.hyms.ac.uk/about/pgdocuments/COP_on_Research_Misconduct.pdf) governs all forms of illegitimate academic and research conduct. Breach of the codes of practice is subject to disciplinary action. It is essential that you recognise that HYMS takes very seriously any form of illegitimate conduct, including plagiarism and research misconduct, and that if you are judged to have breached the codes this could result in you not being awarded your degree. This code applies equally to research training modules and to research theses, other work submitted for assessment, presentations, and work submitted for publication.

All HYMS postgraduate research students are required to undertake the Academic Integrity tutorial devised by the University of York. This can be found on HYMS Blackboard. You must print out the results of the tutorial and take it to your first TAP meeting.

5.5 Plagiarism and how to avoid it

As a research student you are expected to be familiar, and comply fully, with the requirements of your discipline for acknowledging the ideas of others in your work. Further information on how to recognise and avoid plagiarism is given in the *HYMS Referencing and Plagiarism Handbook* (which can be downloaded from the postgraduate area of HYMS Blackboard). When you submit any piece of work for assessment you are required to attach a cover sheet which contains a declaration, which you must sign. Your work will not be accepted unless the declaration has been signed. It is your responsibility to ensure that you have understood the guidance you have been given about referencing – and therefore how not to commit plagiarism. If you have any doubts you must seek advice from your supervisor.

5.6 Referencing requirements for work by research students at HYMS

Academic written work requires the use of citation, in order to acknowledge the work of others and hence avoid plagiarism. Citation also provides evidence for your assertions and enables you to demonstrate your scholarship. You may use either the Harvard or Vancouver referencing styles (but not both!) in your thesis. These are detailed in the *HYMS Referencing and Plagiarism Handbook*, which you should read. Further information about referencing and citation can be found on Blackboard, in the Library area.

If you submit work in a thesis that is the result of collaborative work, you must declare this at the relevant point in the thesis, detailing your contribution.



SECTION 6 – Possible problems and solutions

IN THIS SECTION:

- 6.1 If things go wrong...
- 6.2 Support services
- 6.3 Financial support for students
- 6.4 Complaints by students
- 6.5 Academic appeals

6.1 If things go wrong...

If you encounter problems that affect your ability to undertake your studies you should inform your supervisor without delay. He or she will discuss possible ways you can deal with problems, which may include referral to specialist support services within the Universities, or deferring your registration for a period of time. If you would prefer not to speak to your supervisor, please feel free to contact Elaine Brookes, the Academic Director or the Chair of your TAP. In addition, there are designated Senior Advisors within HYMS (their details are listed under 'Key staff' on page 4).

6.2 Support Services

Within HYMS and the two Universities there are a range of support services which have been developed to assist you in overcoming academic or personal difficulties. The primary points of contact for advice and help for postgraduate students at HYMS are Elaine Brookes and the Senior Advisors. At Hull, support services include the Students' Union Advice Centre, Study Advice Service, Careers and Appointments Service, and the Counselling Service. Central support services available to all students at the University of York include the Accommodation Office, the Open Door Team, Counselling Service for Students, Disability Services, the Student Support Office, the Equal Opportunities Office, the International Office, the Student Financial Support Unit and the Harassment Advisers (who offer support in cases of harassment). Welfare support is also available through the student-run organisations, particularly the Students' Union and the Graduate Students Association. Contact details for these offices at both Universities can be found on the University websites and also on request from postgraduate@hyms.ac.uk.



6.3 Financial support for students

Limited help may be available for students who experience financial difficulty. All postgraduate research students are required to demonstrate the ability to pay fees and adequate living funds on application. International students are required to possess sufficient funds both to pay their tuition fees and for day to day living and study before they enter the UK. Some hardship funds may be available to you if you are experiencing financial difficulty. In this case, you are encouraged to seek guidance and support from the Students' Union advice centres at the Universities, Elaine Brookes or a HYMS Senior Advisor. In addition, bursaries for overseas students working in the NHS are available.

6.4 Complaints by students

HYMS has a code of practice governing your right to make a complaint if you have cause for concern about any aspect of HYMS' provision to you as a student. In the first instance the aim should be to resolve complaints informally but if this is not possible, detailed information about the complaints procedure can be accessed at: http://www.hyms.ac.uk/about/documents/student_complaints.pdf

6.5 Academic appeals

HYMS has regulations governing academic appeals, including those by candidates for graduate research degrees. If you have concerns relating to your studies you should raise these with your supervisor, TAP or the Academic Director in the first instance. HYMS adheres to the principle that problems are best resolved prior to the examining process so that an appeal should not normally be necessary. (As pointed out earlier, appeals will rarely succeed where a candidate does not disclose problems he or she has experienced before the decision of the examiners – for example through the annual monitoring process – and then relies on such problems as a ground for appeal.)

However, you ultimately have the right to appeal against a decision of the examiners provided that you can demonstrate that there has been some defect in the examining process (which might include inadequacy of supervision, or bias or prejudice on the part of the examiners), but you cannot appeal because you simply disagree with the decision of the Examiners. You cannot lodge an appeal if you have graduated (either in person or in absentia), so if you intend to appeal and graduation is approaching, you must formally defer graduation until the matter is resolved. You are advised to contact a Senior Advisor, the Academic Director or one of the Students' Unions for advice if you are considering an appeal.

- The HYMS Code of Practice on Appeals can be found at: <http://www.hyms.ac.uk/about/documents/HYMSAppealsproposedrev2HJSC040506.pdf>



SECTION 7 – And finally...

IN THIS SECTION:

- 7.1 Conferment of degrees
- 7.2 Keeping in touch



7.1 Conferment of degrees

Higher degrees are conferred at Degree Congregations held in summer and winter each year.

As HYMS research degrees are joint awards of the University of Hull and the University of York, the congregations alternate annually between the two institutions alongside the MBBS degree congregations. In the ordinary course of events, if a thesis or dissertation is submitted six months before a congregation, it should be possible to have it examined and processed through the relevant committees in time for the degree to be awarded at that congregation. Full details concerning the Degree Congregation will be sent to candidates by post or email.

7.2 Keeping in touch

HYMS fosters a sense of community among its students and as the organisation matures, alumni also become part of that community. HYMS is keen to keep in touch with its graduates. Please see the Alumni section of the HYMS website for ways of staying in contact when you leave. You are assured of a warm welcome on return visits.

ANNEXE I HYMS Code of Practice for Postgraduate Research Students

I Preamble

1.1 Postgraduate students, whether full-time or part-time, are expected both to acquire the skills of research and to make their own contribution to the advancement of knowledge. The successful outcome of the period of research for the student will be the completion and submission of the thesis and the award of the higher degree. HYMS will endeavour to give the student every assistance to achieve this goal. However, a successful outcome also demands from the student both 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.

1.2 A principal supervisor and, where appropriate another (second) supervisor shall be appointed for each student. Supervisory arrangements vary from a supervisory panel to one supervisor, with appropriate additional pastoral and other support. References to supervisor(s) in the text below, therefore, refer to appropriate supervisory arrangements. Supervisors should be appointed with due regard for issues of conflict of interest. Each student will have a Thesis Advisory Panel to review the student's research programme, to supplement the supervisor's advice and guidance and to recommend whether a transfer to PhD registration is appropriate (see 6 Thesis Advisory Panels page 25).

1.3 Postgraduate research students are expected to undertake a compulsory period of research training in accordance with the Universities' Postgraduate Training Schemes. The modules to be taken will be specified at the commencement of the course. Numbers of credits are specified at 8.5 and 8.7.

2 Introduction

2.1 The Code of Practice is for use by postgraduate research students and their supervisors. It is based on a Code of Practice prepared by the Committee of Vice-Chancellors and Principals and circulated to all universities and also takes account of the Quality Assurance Agency's Code of Practice, Section 1, Postgraduate research programmes (September 2004). Its aim is to set out the procedures and practices which have been adopted on matters relating to postgraduate research degrees; and these must be followed closely to avoid problems during the course of a student's registration.

2.2 Candidature for a degree is governed by the appropriate Regulations. Those for research degrees are available on the HYMS website. Students should ensure that they are familiar with the requirements of the Regulations for the degree for which they are registered.

3 Responsibilities at School level

3.1 HYMS, 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 HYMS Board of Studies (BoS) is responsible for:

- defining HYMS policy on admission of candidates for research degrees and ensuring that these policies are followed by Units.
- 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 HYMS' expectations of them as research students.
- ensuring that students have access to appropriate information technology and library facilities, careers advice, and welfare guidance.
- providing advice to Units on the production of departmental research student handbooks, monitoring of research students and the role of research supervisors.
- ensuring that training and staff development are provided for research supervisors.
- 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 level of annual reports from individual students 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 Learning and Teaching Committee.
- ensuring that Units have established appropriate mechanisms for the monitoring of research student progress.
- ensuring that the HYMS' standards and procedures for research degrees are adhered to through:
 - the publication of clear definitions of HYMS expectations for research degrees, guidance concerning the length and presentation of research theses, approval of examiners (following nomination by Units) and the provision of appropriate guidance to examiners on their role and the application of the HYMS 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 HYMS procedures for student appeals against the decisions of research degree examiners.
- 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 BoS 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).

- defining policy in relation to research degree students who engage in teaching and ensuring that appropriate training is available to students who teach.
- 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.
- ensuring that a student's supervisor may, at the request of the candidate, subject to the agreement of the examiners, be present as an observer at the oral examination.
- ensuring that examiners for a thesis (including, if required an Independent Chair) are appointed at the same time as a student gives notice of intention to submit the thesis.
- ensuring that examiners for a thesis complete the examination normally within three months of their appointment, including the viva voce examination.
- 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.
- organising research seminars or similar programmes for research students and staff according to practice in the discipline, including opportunities for students to present their work to other members of the School.
- 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 HYMS Board of Studies.
- establishing and operating clearly documented monitoring procedures for research-student progress which are consistent with the Universities' and external funding body policy and which are well understood by both staff and students.

4 Responsibilities at Unit level

4.1 Units are responsible for:

- nominating a member of staff to act as Unit head with responsibility, in collaboration with other members of the Unit as appropriate, for oversight of the selection of research students, the allocation of supervisors, and the monitoring of student progress and reporting to the Postgraduate Programmes Board.
- ensuring that accurate information and advice is available to prospective students concerning the research interests of members of staff and opportunities for undertaking research degrees.
- ensuring that candidates are appropriately qualified in their discipline and as far as possible have the necessary motivation and aptitude for research.
- 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 additional supervisory advice is available, should a project develop in a direction significantly divergent from the expertise of the original supervisors (from which it follows that ideally one other member of staff in the Unit should also have the expertise to supervise the project in case unforeseen difficulties arise with the original supervisory arrangements, although this may not always be possible).
- ensuring that inexperienced supervisors and supervisors new to HYMS attend staff development activities in research supervision and, where appropriate, are supported through joint supervision arrangements with more experienced staff.
- ensuring that students are provided with information through a handbook and induction meetings about the facilities and training available to them in the Unit, School and both Universities, especially on computer and statistical techniques, and including English Language tuition for overseas students, the Unit's expectations and arrangements for the Thesis Advisory Panel, monitoring progress and upgrading to full PhD registration, procedures for making formal complaints concerning supervision, changing supervisors, the operation of the HYMS postgraduate staff-student liaison committee and any other relevant procedures.
- establishing procedures to allow for a change of supervisor should a student or supervisor or Thesis Advisory Panel member feel this to be necessary.
- ensuring that supervisors provide adequate guidance and support to research students in line with HYMS 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.
- ensuring that the other duties of supervisors within their departments leave them sufficient time to supervise their research students to an appropriate standard by developing explicit mechanisms for determining staff workloads in respect of teaching, research student supervision, personal research and administrative commitments.
- 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 a breakdown has occurred in the relationship between student and supervisor(s) (see the Code of Practice on Termination of Programmes for details of warnings leading to the termination of research students' programmes of study on the grounds of lack of progress).
- ensuring that supervisors make adequate arrangements for the supervision of their research students during periods of absence from HYMS of more than one month, such as during summer vacations or study leave, and in periods when the student is undertaking research away from HYMS for a similar period.
- ensuring that alternative arrangements are made for students whose supervisor(s) suffer a prolonged period of illness.
- ensuring that there is a clear procedure for succession should a principal supervisor need to be replaced and that it is the explicit responsibility of the appropriate Units in consultation with the Thesis Advisory Panel to oversee this process and ensure that an appropriate replacement is found, or alternative arrangements made. This could include a transfer to another institution.

- ensuring that the arrangements made for the continued supervision of a student are appropriate, and made with the student's full agreement.
- nominating suitable examiners for research degrees (including an Independent Chair) to the Postgraduate Programme Board/HYMS Board of Studies at the same time as the student gives notice of an intention to submit.
- ensuring that students whose theses are referred for resubmission are provided with appropriate advice by the internal examiner.
- ensuring, when a student who is registered for a Masters degree is being considered for transfer to PhD, that the transfer assessment follows the code of practice for the transfer and that the report(s) from the Thesis Advisory Panel recommending the outcome of the process to Postgraduate Programmes Board is/are submitted to the HYMS Board of Studies. (See the Code of Practice on the assessment procedure for transfer from MPhil to PhD).
- ensuring that no supervisor undertakes the supervision of more than a limited number of students (this limit will vary from one subject to another and according to such factors as a supervisor's experience and other duties. This should be covered by school workload models). The expectation is that, in general, no supervisor should have more than six supervisees as principal supervisor.

5 Responsibilities of supervisors

5.1 Before agreeing to supervise a research proposal, members of academic staff should satisfy themselves that they 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 and in the required timescale, and that they are confident, as far as this is possible to determine, that the student has the capacity to undertake the project successfully.

5.2 Particular care needs to be taken with overseas students who may, in the early stages, need very frequent meetings of a seemingly elementary kind. (The assistance needed may include help with language problems and advice about language training, including the possibility of making such training compulsory where necessary). The minimum level of competence is an IELTS score of 7.

5.3 Supervisors are expected:

- 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.
- 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.
- 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.
- to provide advice on writing up the work, requesting written work as appropriate and returning such work with constructive criticism and within reasonable time.
- to read through the final draft of the thesis and provide detailed comments.
- to meet (face to face 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 at least once a fortnight, but in subsequent years may be less frequent, depending on the stage the research has reached (meetings/supervisory discussions between supervisor and student should never be less than nine times a session unless special circumstances prevail, eg overseas fieldwork; and meetings will be considerably more frequent than this minimum in laboratory-based studies). The content and outcomes from meetings should be recorded by the supervisor, in consultation with the student, and be made available for departmental files and the student's Progress File.

NB: regulations require that part-time research students shall visit their supervisor as and when stipulated, which shall normally be at least six times per session. Before beginning a course of study, part-time students must satisfy the HYMS that they are able to do this and have adequate facilities to pursue their research.

- To attend meetings of the Thesis Advisory Panel at least twice a year for full-time students and once for part-time students (see 6 Thesis Advisory Panels page 25).
- to be accessible to students at other times, should advice on academic or personal problems be required.
- to inform students should they plan to be away from HYMS for more than a few days to allow students to plan accordingly.
- to make appropriate contact arrangements/alternative supervision arrangements should either the supervisor or student be away from the HYMS for more than a month (for example during study visits/leave, industrial placements or vacations).
- to fulfil the responsibilities of supervisors with regard to the Postgraduate Training Scheme (PGTS) as detailed in the manual and assist the student in development of personal transferable skills, Personal Development Planning (PDP) and the maintenance of a Progress File as appropriate to the student's aspirations and requirements of the research area, through, for example:
 - arranging for students to discuss their work at staff or graduate seminars.
 - encouraging and assisting students to publish the results of their research and to present it at scholarly conferences.
- to recommend specific PGTS modules or other

development opportunities.

- 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.
 - to contribute to the Thesis Advisory Panel reports to students and to the Postgraduate Programme Board on students' progress on their research programme and the PGTS and, if the student requests or the supervisor feels it advisable, to adopt a system of monthly/bi-monthly reports to monitor the student's progress, the frequency of supervision, the objectives of the next period, and to record agreed deadlines.
 - to prepare MPhil/PhD students for the transfer assessment process to full PhD status.
 - 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 HYMS.
 - to advise students on matters of confidentiality or ethical considerations relating to particular techniques, sources or results.
 - 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).
 - 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.
 - in respect of joint supervision, to agree with the other supervisor(s), members of the Thesis Advisory Panel and with the student, the respective responsibilities and roles of the different supervisors and to maintain good communication with the other supervisor(s) concerning the student's progress throughout the period of study.
 - after discussion with the student and the Thesis Advisory Panel, to recommend examiners for the student's thesis to the HYMS Board of Studies to ensure that the proposed examiners are appropriate but have not had prior, significant input into the project.
 - if the candidate wishes, in cases where a thesis is referred for resubmission to advise on the necessary revisions in consultation with the internal examiner.
 - to give advice on the choice of appropriate research training modules.
- in the case of a student who has not submitted the thesis at

the end of the prescribed period of study but indicates an intention to do so by paying until final submission or a decision not to submit, normally to keep in close contact with the student until final submission or a decision not to submit (payment of the submission/continuation fee does not entitle a student to supervision or to laboratory access, but it does entitle him or her to limited library facilities and access to the school facilities: students requiring full supervision or laboratory access should seek permission from the Board of Studies to register for a further year, but such cases should be rare).

- To attend the Training Programme for Research Supervisors within two years, if new to supervision or otherwise requiring training, and regularly update supervisory skills by attending Continuing Professional Development sessions.

6 Thesis Advisory Panels

6.1 Each postgraduate research student will have a Thesis Advisory Panel. The principal purposes of the panel are:

- to review the progress of the student's research programme and Graduate Professional Development,
- to supplement where appropriate the advice and guidance given to the student by the supervisor, and
- to recommend to the Postgraduate Programme Board or the Board of Studies whether or not the student should transfer to PhD registration.

6.2 The Thesis Advisory Panel consists of the supervisor(s) and at least one other member of either University's academic or related staff. If the supervisor is relatively inexperienced, the panel should include experienced members of staff. The panel will be appointed within the first three months of the student's registration period, and the student will be informed of its membership. A member of the Thesis Advisory Panel other than the main supervisor should be clearly identified as a point of contact for the student should the main supervisor be temporarily unavailable.

6.3 For full-time students, the Thesis Advisory Panel will meet with the student at least twice a year.

For part-time students, the Thesis Advisory Panel will meet with the student at least once a year.

Any member of the panel, or the student, may request a panel meeting at other times. Meetings of the Thesis Advisory Panel will be additional to formal supervisory meetings. The Thesis Advisory Panel is expected to meet only during the student's normal registration period. The purpose and target dates of the Thesis Advisory Panel meetings to be held during the research degree programme should be made clear to the student by the supervisor at the outset of the programme.

6.4 In preparation for Thesis Advisory Panel meetings, students will be asked to complete a pro forma summarising progress on their work during the review period and outlining their future objectives. The pro forma will also allow the supervisor to comment on the student's progress.

6.5 Students will be given an opportunity to comment confidentially on the quality of their supervision, either in writing in advance of the meeting or orally at the meeting in the absence of the supervisor.

6.6 Following each Thesis Advisory Panel meeting a brief report

on progress and future action, agreed by all the panel members, will be produced, possibly on the pro forma referred to above. Copies of the reports of panel meetings will be submitted to the chair of the Postgraduate Programme Board, and placed on the student's departmental file.

6.7 If the Thesis Advisory Panel structure is not operating properly, students should contact the Chair of the Postgraduate Programme Board or Board of Studies.

7 Responsibilities of research students

7.1 As candidates for research degrees, students are expected:

- to 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-time and vacations for the prescribed period of study.
- to seek advice from the supervisor in an active manner, recognising that it is the student's responsibility to have their own topics to raise with the supervisor.
- to maintain the progress of the work in accordance with the stages agreed with the supervisor and the Thesis Advisory Panel and in accordance with departmental monitoring procedures (including, in particular, the provision of well-presented written work within the agreed timescales for comment and discussion before proceeding to the next stage).
- submitting reports of work undertaken as specified by the supervisor and HYMS.
- taking note of the guidance and feedback provided by the supervisor and Thesis Advisory Panel.
- 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.
- to be familiar with the regulations and guidelines relating to their degree and the monitoring of progress and with the regulations for any studentship or award they may hold.
- 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.
- to actively pursue research training and Personal Development through the PGTS and other opportunities.
- 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.
- to inform their supervisor, in good time where possible, should they plan to be away from HYMS for more than five working days.
- to provide an annual report on their progress to the Postgraduate Programme Board via the designated procedure.
- 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.

- to decide when to submit the thesis taking due account of the supervisor's opinion, (which is necessarily only advisory) and to provide the supervisor with a final draft of the thesis in reasonable time for comment and feedback prior to its examination.

- to discuss with the supervisor the appropriate choice of research training modules.

8 Postgraduate training

8.1 It is now widely recognised by employers, professional bodies and research funding agencies that specialist expertise alone is not sufficient preparation either for research or a subsequent career.

8.2 With this in mind, HYMS requires all its postgraduate research students to follow a research training programme relating both to their particular field of study and to generic/professional skills; for example, information technology and communication skills.

8.3 Personal student contact with the academic supervisor, from whom many of the specialist skills and appropriate research methodology will be learned is supported by training modules designed to help the student undertake research more effectively and complete successfully whether his or her future career lies in the research or another community.

8.4 Each research student and supervisor, in effect, put together an individually tailored programme of training from the PGTS manuals and other sources.

8.5 Within the programme, and unless granted exemptions, all research students (full-time and part-time) registered for a PhD are required to acquire during their period of study a minimum of 60 credits (without exemptions) which will qualify them for the award of a Postgraduate Certificate in Research Training.

8.6 Students should note that unless they have been granted exemptions, the submission of their thesis is not permitted until they have accumulated sufficient credits.

8.7 Students following one or two-year research degrees by full-time and part-time study are required to obtain 20 and 40 credits respectively (which may include appropriate exemption).

8.8 With the agreement of the supervisor, a research student may take a maximum of 120 credits and be awarded, if successful, (without exemptions) a Diploma in Research Training.

8.9 Further details of the training scheme are described in the Postgraduate Research Training Manual which is sent to research students prior to their arrival at HYMS.

9 Summary of responsibilities

9.1 Responsibilities of research students:

- to read the training Manual and plan your own training programme, taking modules early in your period of study where possible (front-weighting), but always pacing the training to match your research needs.
- to discuss and agree your training programme and any claims for exemptions with your supervisor(s).
- if necessary, with your supervisor consult the Postgraduate Academic Director.

- liaise with the coordinator for each module as necessary, to confirm that you meet any pre-requisites, and that you know the time and place of training sessions.
- fill in your training programme form from the PGTS manual annually. Sign the form and obtain your supervisor's counter-signature. Return the form to the HYMS Postgraduate Office to record your choice of modules.
- inform the Postgraduate Centre Office of subsequent changes in your choice of modules.
- write your personal details on a Module Outcome form for each module you take, and give that form to the module coordinator.
- attend the training, and complete the assessment.
- keep a record of your own training and Personal Development Planning (PDP) (again a pro forma for this purpose can be found in the PGTS manual).
- keep your supervisor informed as to your progress and any difficulties regarding your training programme

9.2 Responsibilities of supervisors:

- discuss their students' training needs and ensure that training is relevant and useful to each student's research and general development.
- help students with their Personal Development Planning (PDP).
- evaluate each student's claims for exemption in the context of the HYMS policy on accreditation of prior experience and learning and forward the evidence to the Postgraduate Academic Director.
- bring to each student's attention possibilities for training through conferences or courses elsewhere.
- monitor each student's progress and check that he or she has attended and benefited from training modules.
- warn the student, as part of the regular process of reports, if he or she seems not to be satisfying the training requirement.
- provide feedback on the quality and appropriateness of the PGTS to the Postgraduate Academic Director, who will in turn report to the Postgraduate Programmes Board.

9.3 Responsibilities of Postgraduate Academic Director:

- request and collate module entries from HYMS for the training Manual.
- identify gaps in provision and negotiate with tutors to provide new modules.
- advise supervisors and, when necessary, discuss with new and continuing postgraduates their module choices.
- liaise with training officers in other departments and ensure that quality is maintained across HYMS.
- provide information to the Universities to promote the implementation and development of the PGTS.
- recommend actions on exemptions.

9.4 Responsibilities of module providers:

- provide details of the content and arrangements for their modules to the Postgraduate Academic Director and to the Universities.
- provide assessment that tests both the content of the training and also the student's ability to incorporate it into the research process and apply it to their own research.
- following assessment (including any inspection by the External Examiner for that module), follow a defined procedure to ensure the result is entered on the Academic Information System.
- return a copy of the assessed work with formative comments to the student.
- for University-level modules, forward the resultant copy of the student's assessed work to the HYMS Postgraduate Office, who will retain it until completion of external assessment of the PGTS of that student.
- forward to the Postgraduate Academic Director feedback from students on the appropriateness of the module, in content and level, for their research needs.

9.5 Responsibilities of the Postgraduate Office:

- update the training manual annually, and publicise to students further training opportunities that become available during the year.
- maintain a record of the training choices for each student.
- enter results for University level modules as received from the module providers.
- supply on request, in compliance with Data Protection legislation, a copy of a student's record.
- print and supply, on request in writing, a copy of students' records to their supervisor.
- annually inform students of their PGTS record in time for amendments to be made and approved by the Postgraduate Programme Board.
- when a student wishes to submit his/her thesis, or when a programme is terminated, indicate whether the student appears to conform to requirements for submission or for an award.
- arrange for the external assessment of the HYMS Units in the Postgraduate Research Training Scheme.
- convene a Postgraduate Programme Board for the confirmation of results.
- when a student gives notice of submission of a thesis, determine whether the student appears to satisfy the requirements of the training scheme.
- when a student graduates or terminates, arrange the issue of a transcript of training and nominate the student for any award.

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