General Information and Code of Practice for Research Postgraduates

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This document is available online at:

[www.aber.ac.uk/en/grad-school/](http://www.aber.ac.uk/en/grad-school/)

**Please Note:**

This document was accurate at the time of going to press. However, procedures and regulations are periodically updated. If in doubt, please contact the Graduate School.
Part One

GENERAL INFORMATION FOR RESEARCH POSTGRADUATES
1. Introduction
This booklet is designed to introduce you to the broad range of services which are available to support you during your time of study. If you have a problem of an academic nature, the first port of call is normally your supervisor or course co-ordinator. However, other issues can arise from time to time which may cause you some anxiety. Aberystwyth is renowned for its friendliness, and specialist staff are available to give you expert advice or to refer you to those parts of the university where relevant assistance may be obtained.

2. Academic Quality and Records Office (AQRO)
www.aber.ac.uk/en/academic-quality-records-office/

2.1 The Academic Quality and Records Office is responsible for:
• Registration
• Maintaining academic records
• Taught module student transcripts
• Submission of research theses
• Processing of master’s results
• Administering appeals process

2.2 Please contact the Academic Quality and Records Office if you have any queries regarding:
• Registration
• Submission deadlines
• Examination results
• Rules and regulations
• Withdrawal
via pgsstaff@aber.ac.uk
Or you need any of the following:
• Certificates of registration
• Submission documents
• Fees certificates
via aocstaff@aber.ac.uk

2.3 All postgraduate students must register at the start of their programme of study and in September at the start of the academic session until they reach their ‘end of registration’ date.

Students will receive information on how and when to register from the Admissions Office before commencing their programme or from the Academic Quality and Records Office thereafter. Information is also available on the Academic Quality and Records Office website: www.aber.ac.uk/en/academic-quality-records-office/postgrads/

2.4 Please note that it is your responsibility to ensure that your student record is kept up to date. You can access your student record over the web at www.aber.ac.uk/students.shtm. The link to your ‘student record’ is at the top of the page.

3. Graduate School
www.aber.ac.uk/en/grad-school/

3.1 The Graduate School is responsible for postgraduate Researcher Development within the University as a whole. It also has a co-ordinating role in relation to the following: the development of policy on postgraduate matters; the provision of facilities for postgraduates; the provision of Welsh medium research training; the award of the University Doctoral Career Development Studentships (DCDS); the oversight of the University's partnership in the RCUK Doctoral Training Centres, and the monitoring of academic progress of postgraduate students. Aberystwyth is committed to the provision of an excellent level of training for postgraduate students and has established a Researcher Development Programme which is available to all students according to specific training requirements.

3.2 The Head of the Graduate School works in liaison with both academic and administrative staff across the University, and is supported by a team covering all aspects of postgraduate study at Aberystwyth. The University’s Research Degrees Committee oversees the work of Departmental, Institute and University Committees with responsibilities for research students. Policy is implemented through discussion with Institute Directors of Postgraduate Studies and in consultation with the University’s Research Students Consultative Committee.

3.3 The Researcher Development Programme consists of three elements: the first year research modules, the annual Graduate workshops, and the Professional and Transferable Skills Training workshops.

3.4 Within the Researcher Development Programme, the first year research modules that are currently offered include:
• Research Design and Personal Development
• Sgiliau Ymchwil a Datblygiad Personal
• Principles of Research Design
• Ways of Reading
• Dulliau Darlen
• Ways of Working
• Quantitative and Qualitative Data Collection and Analysis
• Manuscript Skills: Post Medieval Palaeography and Diplomatic
• Using Manuscript Sources for Medieval Studies: Palaeography, Diplomatic and Context
• Research Skills and Personal Development for Scientists
• Public Engagement and Impact
• Empirical Methods
• Research Skills in Mathematics, Physics and Computer Science
• Statistics for Experimental Scientists
• Leadership for Researchers.

Further details can be found on The Graduate School website at www.aber.ac.uk/en/grad-school/res-develop/cent-res-mods/.

3.5 The annual Graduate schools cover the following:
• Year One Graduate Workshop – Professional Conduct
• Year Two Graduate Workshop – Writing School
• Year Three Graduate Workshop – Beyond the PhD

3.6 The Professional and Transferable Skills training offers a wide range of workshops designed to help postgraduate students develop the skills required to successfully complete their degree and also to improve their future employability. This programme of short courses, half-day and full-day sessions is optional, though it is recommended that PhD students should undertake the equivalent of 10 days a year of transferable skills and development training of which these workshops can form a part.

3.7 For further information please contact Jan Davies in the Graduate School (see addresses).

4. Health, Safety and the Environment
www.aber.ac.uk/en/hse

4.1 Aberystwyth University recognises that the protection of the health and safety of our employees, students and
others affected by our activities, and of the quality of the environment, is an integral part of the university’s operation and a prime responsibility of management at every level.

4.2 Heads of Departments are responsible for the local management of health and safety and for ensuring that the University’s policy is implemented. To assist with this duty, one or more Departmental Safety Officers (DSO) may be appointed (some dealing with specialist areas). Check the website contacts’ section to find out who is your DSO.

4.3 Your Supervisor has a key role to play in ensuring that your work-related activities are safe. This is especially true for research postgraduates, where you may be working in environments of elevated risk such as laboratories or in the field. Your supervisor must ensure that all appropriate risk assessments and safe systems of work are in place and communicated to you and that you fully understand these; also that you receive all necessary training before you undertake any hazardous procedures. If you feel that you need more support and training, then make sure you ask for it!

4.4 Your supervisor or DSO will advise you of local emergency procedures and first-aid arrangements. If you are unsure of any aspect then, again, make sure you ask!

4.5 If you have an accident, then you must report it to your Supervisor or DSO, and complete the incident report form. If you accidentally break an item of equipment, then report this also – do not leave it for someone else to find. On no account should you attempt to repair anything without properly qualified supervision.

Aberystwyth University Students:

4.6.1 Shall at all times, whilst they are on University premises or taking part in University activities, follow the Health, Safety and Environmental Policy and comply with any health and safety rules and instructions given to them by the University, its departments, the Students’ Union or the Athletic Union;

4.6.2 Shall not, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on University premises, alter any fixed installations or portable equipment, or otherwise take any action which may create hazards for members of the University or other persons using the premises;

4.6.3 Shall not, intentionally or recklessly, alter or remove HS&E notices, interfere with or misuse equipment or facilities provided by the University in the interests of health, safety or environmental protection;

4.6.4 Shall only work in the academic buildings after hours if there is a specific need to work at such times, the activity has been approved by your supervisor and the appropriate risk assessments undertaken for the work.

4.7 If you have any queries that cannot be handled locally, then please contact the Health, Safety and Environment Office, Email: hasstaff@aber.ac.uk. Tel: 01970 622073.

4.8 Security
The University’s estate is patrolled by uniformed Security Officers who operate from the Campus Reception located at the entrance to Penglais Campus. They are able to provide information and advice and respond to requests for assistance from staff, students and visitors.

All security related incidents should be reported to the Security Officers either in person or on the following contact telephone numbers: extension 2649 / mobile 07889 596220.

5. Postgraduate Association

5.1 The Postgraduate Association (PGA), established in 1996, has the following aims and objectives:

- To provide representation for all postgraduates on both academic and non-academic issues within the University and the Guild of Students;
- To provide a forum for postgraduate discussion and foster a sense of community.
- To liaise with relevant bodies at a national level.

5.2 For more information, please contact the PGA, c/o the Graduate School.

6. Department of Research, Business & Innovation (RB&I)

6.1 The Department of Research, Business and Innovation (RB&I) is based in the Visualisation Centre on Penglais Campus. RB&I offers a range of services in support of research activities across the University, alongside business development activities relating to working with external organisations.

6.2 If at any time during your studies you require advice on matters relating to Intellectual Property Rights (including patents, copyright, design, trademarks and confidential information), this is available from RB&I. Information on the Aberystwyth–Bangor Common Intellectual Property Policy can be found online at: http://jump.aber.ac.uk/?zvdEl.

6.3 RB&I coordinates the wealth of enterprise support at Aberystwyth University including business start-up skills training, advice and guidance. For information on events and activities please visit www.aber.ac.uk/crisalis.

6.4 For more information on the services offered by RB&I, please visit www.aber.ac.uk/rbi. Alternatively, to arrange to speak with a member of the RB&I team, please contact drbi@aber.ac.uk / 01970 622385 (see addresses).

7. Study Skills

7.1 We provide language and study support for both home and international students throughout the Institution. Staff have considerable experience working with students in a range of subject fields.

7.2 Postgraduate students who wish to improve their performance in academic writing can book writing consultations for individual advice from professional writers. The writers are funded by the Royal Literary Fund and can be contacted by email (writers@aber.ac.uk) or through the website to arrange an appointment. Guidance is available through the mediums of both Welsh and English.

7.3 Writing workshops operate on a regular basis as in-sessional classes. These sessions cover issues such as:

- Structuring and organising written information;
- Achieving fluency, grammatical accuracy and an appropriate style;
- Identifying and addressing the readership;
- Referencing and citation.

7.4 Details of how to access current support are available on the web: www.aber.ac.uk/en/student-support/study-skills.
7.5 Advice and guidance is also available for international students seeking assistance with a language, cultural or study related problems. Please call, phone or email to make an appointment.

8. Student Support at Aberystwyth

Located in buildings both on Penglais Campus and opposite the campus on Penglais Hill, Student Support provides a range of services to support your academic success.

For information and full details of the range of support services available please visit the Student Support webpages: www.aber.ac.uk/en/studentsupport

8.1 Student Welcome Centre

The Student Welcome Centre is your One Stop Shop for advice and information on a range of support services including student finance and money management, disability and specific learning differences.

Services at the Student Welcome Centre include:

- Student Welcome Centre Welcome Desk (Reception)
  Our Welcome Desk is your first port of call for general enquiries about support services and any complaints or concerns you may have and indeed, any compliments you may wish to make. All feedback is welcomed as this helps us to improve the university experience for all students.

Welcome Desk office hours are:
Monday to Thursday, 9am–5pm and Friday, 9am–4pm
Tel: 01970 621761. Email: student-support@aber.ac.uk

- Disabled Students/Students with Specific Learning Differences
  The University welcomes disabled students and those with specific learning differences and you are encouraged to contact an Accessibility Adviser (located in the Student Welcome Centre) in advance to discuss your individual circumstances so that we can make appropriate arrangements for you. Our Accessibility Advisers can also advise on the Disabled Students’ Allowances.

Tel: 01970 621761. Email: disabilities@aber.ac.uk

8.2 Student Wellness Centre

The Student Wellness Centre provides advice and guidance on a range of health matters, including emotional and sexual wellbeing. Our Health, Mental Health and Counselling Services are located here. Appointments are preferred, but not always necessary.

Wellness Centre office hours are:
Monday to Thursday, 9am–5pm and Friday, 9am–4pm.
Tel: 01970 622087
Email: nurse@aber.ac.uk or counselling@aber.ac.uk

- GP Registration
  The Student Wellness Centre is a supplement to, but not a substitute for, your own GP. Although we work closely with local GPs and hospital services to ensure that you get good care and attention when needed it is important that you register with a local GP practice on arrival in Aberystwyth. We recommend you do this no later than 30th September. This is vitally important to ensure continuity of care especially if you are in receipt of any prescription medicine or other treatment. UK students should bring their National Health Medical Cards with them.

Information on how to register with a practice is available from the individual practices. Click here for contact details of local GP practices: http://www.wales.nhs/sitesplus/862/directory/gp/

8.3 Childcare

Childcare provision includes a nursery in a new, purpose built building opposite Penglais Campus, an After School Club, and play schemes. Childcare can also be arranged to cover school INSET days and Bank Holidays, providing there is sufficient demand; advance booking required. There will be comprehensive childcare available during the Induction Programme. Early written communication is advised if a child has individual requirements. Students should make enquiries of their sponsor as some sponsoring bodies such as Student Finance England/Wales provide assistance to eligible students with the costs of childcare. Further details at: www.aberystwyth.ac.uk/en/student-support.

9. International Students

9.1 Visa and Support

If you have any queries regarding your visa during the application process, or when you have registered as a student, please contact the Postgraduate Admissions Office and/or the International Student Adviser (tel: 01970 621548, email immigrationadvice@aber.ac.uk).

You are encouraged to contact the International Student Adviser if you have any concerns during your time at Aberystwyth University. The International Student Adviser is on hand to offer support and advice. Full details of the support available can be found on www.aber.ac.uk/en/international

9.2 Tier 4 Responsibilities

If you have a Tier 4 visa, please note that you have responsibilities attached to this visa. Full details of your responsibilities can be found at: www.aber.ac.uk/en/international/compliance-information/

Please ensure that you inform your Department and the Compliance Officer (compliance@aber.ac.uk) if there are any changes to your circumstances which would affect your visa status whilst in the UK. Information on what needs to be reported can be found at www.aber.ac.uk/en/international/compliance-information

If you have any queries regarding your Tier 4 responsibilities, please contact the Compliance Officer via compliance@aber.ac.uk

9.3 Attendance

Please note that it is a requirement of the Home Office (formerly UK Border Agency) that Aberystwyth University monitors your attendance and engagement during your studies. Attendance requirements can be found at: www.aber.ac.uk/en/international/compliance-information/ and your Department will also confirm their attendance expectations to you.

Dental Services

The University does not offer a dental service. A range of dental practices is available locally, but many students find it more convenient to stay registered with their home dentist and arrange check-ups and treatment during the vacations.

Emergency Contact / Next of Kin

All students are required to provide details of someone who can be contacted in the event of an emergency. This information will only be used in an emergency. When you have activated your student account, please add your emergency contact details to your student record. Please ensure that the named person is aware and has agreed to give their details to the University in the event of an emergency.

Childcare

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Postgraduate Research (PGR) students must be studying in Aberystwyth for 44 weeks per academic year.

It is expected that students must attend a monthly meeting with their Department to sign a register. It is realised that some Postgraduate Research Students undertake field work and therefore might not be available to meet the department on a monthly basis. If you are undertaking field work and are unable to attend, please ensure that you inform your Department and the Compliance Officer (compliance@aber.ac.uk). If approved, your absence will be an ‘authorised absence’. Please ensure that you maintain contact at least once a month with your Supervisor during your field work by email. It is expected that the email would discuss the work you are undertaking and where possible attach evidence of the work.

9.4 Withdrawal
Please ensure that you follow all University procedures if you decide to withdraw from university. Please consult with the International Student Adviser as there are immigration implications if you withdraw from the University.

9.5 Registration
It is a Home Office requirement that all international Students present a copy of their passport and visa to Aberystwyth University before they are able to fully register. Please visit the International Office website for further information: www.aber.ac.uk/en/international.

10. Information Services
Information Services (IS) provides library, computing and media services for Aberystwyth University. To make use of our facilities you will need an email account and an Aber card.

10.1 Email Account
You will be able to activate your University email account online shortly before your course begins: https://myaccount.aber.ac.uk/open/activate

Your email account gives you access to:
• University email
• Your Student Record
• Computers in libraries and computer rooms all over campus
• The University computer network, both wired and wireless
• Electronic information sources
• AberLearn Blackboard, the University’s virtual learning environment
• Networked filestore to backup your work
• Your library account to check your loans

10.2 Aber card
You should apply for your Aber card as soon as you have activated your email account: www.aber.ac.uk/en/is/library/card/

If you do this at least two days before you arrive on campus it should be ready for you to collect on arrival. Your Aber card is used:
• As the door key to your study bedroom – depending which Halls of Residence you are in
• To purchase food and will be credited before you arrive if you are in catered residences
• For library borrowing including self-issue machines
• To access 24-hour computer rooms
• For printing, photocopying and scanning
• As your Student Union card
• As your Sports Centre card

10.3 Setting up your computer for use on the University Network
Once you have activated your email account you will be able to set your computer ready to connect to our network when you arrive: www.inf.aber.ac.uk/advisory/faq/28/

10.4 IS Activities for new students
During the first week of the Michaelmas Term we provide a range of activities to welcome new students and introduce our services so you can make the best use of them during your time here. These include:
• Help with activating your email account and connecting your devices to the University Network
• Collection of Aber cards
• Library and IT Inductions

Full details can be found on this web page: www.aber.ac.uk/en/is/help/newstudents/welcome

10.5 Library facilities
The main printed collections for research are located in the Hugh Owen Library and Physical Sciences Library on Pengliai Campus, and the Thomas Parry Library on Llanbadarn Campus, and comprise more than 2,000,000 books/ebooks and more than 30,000 current journals/ejournals. In addition, students have access to a vast range of online information resources and databases, all accessible through our Primo catalogue and discovery service: http://primo.aber.ac.uk/. Specialist staff are available to help you obtain the full benefit from the collections and services, including via one-to-one appointments at your convenience. Please find their contact details here: www.aber.ac.uk/en/is/subject/librarians/. You can also register for a free 5-year membership of the National Library of Wales in Aberystwyth which is home to a huge collection of printed journals and other specialist collections.

10.6 Enquiries
Further information can be found on our web pages: www.aber.ac.uk/en/is

If you have any questions at all please do not hesitate to contact us: Tel: 01970 622400; Email: is@aber.ac.uk

11. National Library of Wales
www.llgc.org.uk/

11.1 Opportunities for postgraduate study at Aberystwyth are enriched by the proximity of The National Library of Wales (NLW), adjacent to the University campus. As one of the six legal deposit libraries in Britain and Ireland, the Library acquires current books, periodicals, maps, music and other printed matter, and also collects electronic materials. In addition, it has extensive holdings of manuscripts and archives, pictures, photographs and drawings relating to Wales. The Library is the home of the National Screen and Sound Archive of Wales, which houses a large collection of film, TV footage and sound recordings of Welsh interest. The Library’s collections as a whole represent a national resource for international scholarship.

11.2 The Reading Rooms are open from 9.30am to 6.00pm on weekdays and from 9.30am to 5.00pm on Saturdays. The Library is closed on Sundays and public holidays and some other days during the year. Admission is by Reader’s Ticket obtainable from the Library.

11.3 For more information please contact the National Library of Wales (see addresses).
12. Careers Advisory Service

www.aber.ac.uk/en/careers

12.1 The Careers Service helps students to make well informed decisions about their futures and assists them through the process of choosing a career. The Careers Service also provides advice on how to further develop transferable skills and how to make the transition from Higher Education to employment – or to further training where appropriate. Students have full access to services both during and after their studies, and these include confidential one-to-one discussions with professionally qualified Careers Advisers, employer presentations arranged across the academic year, a series of centrally run workshops and presentations on all aspects of effective career management, access to opportunities offered exclusively to Aberystwyth University students by alumni in the UK and overseas. There is open access to a range of information resources, including an interactive website, e-learning modules, free publications and software packages. All events and services are noted on the website, which also includes a vacancy database for a full range of opportunities, not only placements and work shadowing but also including part-time, vacation and graduate jobs. There are useful links to a large number of employer and graduate recruitment sites, together with excellent advice on career search and management.

12.2 The Careers Service works closely with all academic departments and careers staff contribute significantly to the Postgraduate Skills Training Programme. One-to-one discussions with careers advisers can cover all aspects of career decision-making or can focus on the provision of specific help with an application form or draft CV. These discussions can be booked in person or by phone, and students can also see an adviser for a brief discussion on a drop in basis.

12.3 Postgraduates are advised to visit the Careers Service at the earliest opportunity, so that they can plan their own skills development programme and job-seeking strategy and so that they do not miss out on development opportunities, or where relevant, early closing dates for job vacancies or funding opportunities.

12.4 For more information, please contact the Careers Service (see addresses) or pick up a copy of the leaflet ‘Getting Started – How the Careers Service Can Help You’.

13. Aberystwyth University Sports and Social Club (Brynamlwg)

www.aber.ac.uk/en/brynamlwg/

13.1 Membership of the staff club is open to all postgraduate students. This gives you access to the clubhouse, conveniently sited on campus, just above the Arts Centre and Students Union and next to Trefloyne and Rosser Halls. The clubhouse offers an excellent range of social facilities – licensing bar meals, including lunch and evening bar meals, a TV, daily papers, quiz nights and themed buffet, and Beer Garden.

13.2 Membership currently costs postgraduate students £5 per annum. Membership includes spouse/partner and children, where relevant. Special offers include: 20% discount on bar drinks on production of a membership card. Bar meal loyalty card (buy 9 meals get 10th free).

13.3 For more details please contact the membership secretary (see addresses).

14. The Music Centre

www.aber.ac.uk/music

14.1 You can enjoy great music at Aberystwyth. There are plenty of concerts and gigs and excellent opportunities to get involved in choirs, the symphony orchestra, wind and brass bands and much more ... Aber is a good place to study. It’s a good place to live. It’s a very special place for music.

The Music Centre, 10 Laura Place, Aberystwyth, SY23 2AU.
Tel: 01970 622685. Email: music@aber.ac.uk

15. Club Sporty

Sports Centre Membership for Postgraduates

www.aber.ac.uk/en/sportscentre/membership

15.1 Club Sporty is the student sport and exercise membership scheme that is jointly run by the Sports Centre and the Athletic Union. Membership is available to you and your partner and family for the whole year, or part year.

15.2 The Sports Centre is situated on the main Penglais Campus and offers a wide range of facilities and activities. Our aim is to promote the health and well-being of our students through high quality, value-for-money, sport and exercise provision. We have a relaxed and friendly environment that you are welcome to use as a member or non-member. Being a member offers the advantage of being able to take part in student sport, have comprehensive insurance cover and discounts for all activities.

15.3 Student Clubs

With over 50 different clubs available to students and postgrads, there is chance to enjoy a new sport, or to take part in you favourite game. For a full list of clubs, visit the sports and activities website: www.abersu.co.uk/sports/

A special Sports Fayre is held on the second day of Freshers Week where you can meet the Athletics Union President who coordinates student sport this year and find out about the clubs, when they meet, where they train and how to join. You can also meet up with the Sports Centre team where you can get some free vouchers to attend the group exercise classes, see about joining the gym, where everything is, how to get there, what you need and any amount of fitness advice. Check out our web pages where more info is held and where you can sign up online: www.aber.ac.uk/en/sportscentre/membership/student/.

15.4 What is available?

There are 3 on-site gyms with a range of equipment from lifting platforms to CV arenas, plate loaded and free weights, TRX and the latest fitness training systems. Get personal advice or train with your mates, we are here 7 days a week. There is a bouldering wall and pool, 3G and Astro, squash courts, tennis courts and 50 acres of playing fields.

15.5 We hope that you enjoy your time at Aberystwyth University, and that you enjoy the community and camaraderie at the Sports Centre. If you have any queries, please feel free to contact us on 01970 621500 / 622280. Email: sports@aber.ac.uk or visit our website at www.aber.ac.uk/sportscentre/
16. Students’ Union

www.abersu.co.uk

16.1 The Students’ Union is at the heart of student life in Aberystwyth – run by the students for the students, to meet your every need on representation, support, non-academic activities and entertainment. The Union building is located at the centre of Penglais campus. As well as running a bar on campus, the Union also houses the student shop, well-stocked with the essentials for study, and a University catering outlet operating throughout the day, serving fresh Starbucks coffee, taste Stone Willy’s Pizza and fresh baguettes.

16.2 The entertainments team ensure that there is an event on every single night of term – from club nights, fancy dress events, brand nights, quizzes and even the odd roller disco! The annual May ball is a large scale event to allow students an opportunity to dress up and let their hair down before the exam period. With big name artists, and a festival atmosphere, it is an event not to be missed.

16.3 There are currently over 100 sports clubs and non-sporty societies overseen by the Union, from rugby and hockey to ‘ultimate frisbee; and the debating society! The excellent sporting facilities and unique landscape around Aberystwyth make it a perfect location to try new sports, or get involved with something completely different!

16.4 As a registered student at Aberystwyth, you automatically become a member of the Union and can enjoy the benefits of affiliation with NUS and NUS Wales, as well as numerous local discounts.

16.5 The Union also runs the Advice Centre, which offers independent advice and representation on a range of student issues, including finance, accommodation and academic concerns. There is also a system in place to represent your academic needs directly to the University.
# List of Contacts

(Note: To make a telephone call or send a fax from outside the UK, replace the code 01970 with +44 1970)

## EMERGENCY SERVICES

(24 hours)
For Emergency Services (Police, Ambulance, Fire, Coastguard) dial **999** or **122** from a mobile.
For emergency assistance from University Site Security dial **01970 622649**
For emergency assistance in University Residences dial **01970 622900**

University Main Switchboard
(operator availability between 8.45 to 17.15 Monday to Friday) Tel: **01970 623111**

## Contact Addresses and Numbers

**Postgraduate Admissions Office**
Cledwyn Building, Penglais Campus,
Aberystwyth, Ceredigion SY23 3DD
Tel: 01970 622023 / 622270
Fax: 01970 622921
Email: pg-admissions.office@aber.ac.uk
Web Page: www.aber.ac.uk/en/postgrad/

**International Office**
Cledwyn Building, Penglais Campus,
Aberystwyth, Ceredigion SY23 3DD
Tel: 01970 622367
Fax: 01970 622063
Email: international@aber.ac.uk
Web Page: www.aber.ac.uk/en/international

**Academic Quality and Records Office (AQRO)**
Cledwyn Building, Penglais Campus,
Aberystwyth, Ceredigion SY23 3DD
Tel: 01970 622272 / 622274
Email: pgsstaff@aber.ac.uk

**Student Wellness Centre**
Penglais Road, Aberystwyth, Ceredigion SY23 3DU
Tel: 01970 622087
Email: nurse@aber.ac.uk
Web Page: www.aber.ac.uk/student-support

**Graduate School**
Cledwyn Building, Penglais Campus,
Aberystwyth, Ceredigion SY23 3DD
Web Page: www.aber.ac.uk/en/grad-school
Email: graduate.school@aber.ac.uk
Tel: Graduate Office: 01970 622219
Tel: Skills Development Officer: 01970 621618

**Social, information and advice for mature students**
Mature Students Union
Email: mature-student@aber.ac.uk
Web: www.aberguild.co.uk/

**Health, Safety & Environment Office**
Aberystwyth University, Unit 12, Science Park, Cefn Llan,
Aberystwyth, Ceredigion SY23 3AH
Tel: 01970 622169 / 01970 621073
Email: hasstaff@aber.ac.uk
Web Page: www.aber.ac.uk/en/hse

**Department of Research, Business and Innovation (RB&I)**
Visualisation Centre, Penglais Campus,
Aberystwyth, Ceredigion SY23 3BF
Tel: 01970 622385
Email: drbi@aber.ac.uk
Web Page: www.aber.ac.uk/en/rbi

**Information Services**
Hugh Owen Library, Penglais Campus,
Aberystwyth, Ceredigion SY23 3DZ
Customer Services
Tel: 01970 622474
Email: is@aber.ac.uk
Web Page: www.inf.aber.ac.uk/advisory/faqs/

**Students’ Union**
The Union, Penglais, Aberystwyth, Ceredigion SY23 3DX
Tel: 01970 621700
Email: union@aber.ac.uk
Web Page: www.abersu.co.uk

**National Library of Wales**
Aberystwyth, Ceredigion SY23 3BU
Tel: 01970 632800
Fax: 01970 615709
Email: holi@llgc.org.uk
Web Page: www.llgc.org.uk/
Careers Advisory Service
Union Building (next to shop), Penglais Campus, Aberystwyth, Ceredigion SY23 3DB
Tel: 01970 622378
Fax: 01970 622370
Email: careers@aber.ac.uk
Web Page: www.aber.ac.uk/en/careers

Brynamlwg
Membership Secretary, Brynamlwg, Cefn Llan, Aberystwyth, Ceredigion
Tel: 01970 628621
Web Page: www.aber.ac.uk/en/brynamlwg/

The Music Centre
10 Laura Place, Aberystwyth, Ceredigion SY23 2AU
Tel: 01970 622685
Fax: 01970 621574
Email: music@aber.ac.uk
Web Page: www.aber.ac.uk/~muswww

Club Sporty
Membership Office: 01970 621500
Recreation Officer: 01970 622278
Email: sports@aber.ac.uk
Reception: 01970 622280
AU Office: 01970 621754/55
Web Page: www.aber.ac.uk/en/sportscentre
Part Two
CODE OF PRACTICE FOR
RESEARCH POSTGRADUATES
Offer Letter – the offer letter issued by the Postgraduate Admissions Office makes a formal offer of a place on a programme of study. It gives details of the programme and any conditions which the student needs to meet. Only the Postgraduate Admissions Office may formally offer a place to study at the University.

Matriculation – where prospective students base their applications upon qualifications which they have obtained or are studying for at universities other than Aberystwyth University, the University may, as part of the admissions process, ask to see original copies of certificates in order to verify and approve the qualification. A sample of 10% of each cohort will be required to present original documentation. This process is known as matriculation. Students who are not graduates of Aberystwyth University must matriculate (either provisionally or fully) before embarking on their programme of study.

Non graduates may matriculate for Master’s programmes on the basis of their relevant work experience, the extent of which is verified by cross checking the application materials. Non graduates cannot matriculate for PhD programmes.

Deferral – students who have been offered a place to study at the University but who are unable for financial or other reasons to take it up at the designated time may ask to defer entry to a later date. The Postgraduate Admissions Office will advise them on whether and for how long the place will be held open for them.

Registration – all students must register with the University at the start of their programme of study and at the beginning of each session during their registration period (see below). Once registered, students have access to the facilities of the University. Students should note that although they may have completed the admissions process and been offered a place to study, they are not students of the University until they formally register.

Registration Period – each programme of research study has a minimum registration period. This is the period during which the student must pay tuition fees and register formally at the start of each session. During this period students automatically have full access to University facilities. The University will certify during this period that the student is a registered, full-time or part-time student at the University. Certificates of this sort are often required, for example, by students who need visas or wish to seek reduction of council tax. Please note that departments may require students in some cases to register for longer than the minimum period (see extension of registration period, below). Note also that, except where students are exempted from probationary years (see probationary period, below) there can be no reduction to the minimum period, even where students complete their thesis during the period. The regulations allow students to submit their theses six months prior to the end of their registration period, but fees are still due for the whole period.

Extension of Registration Period – departments may require students to register and pay fees for an additional period after the minimum required by their programme of study where they believe that the student still has a considerable amount of research to complete. Note that extending the registration period does not imply an extension to the submission deadline.

Transfer-in – Students who have begun their candidature at another institution but wish to transfer to this institution to complete their studies may be permitted to do so except in the following circumstance: research students in the final year of their full-time registration period (or final two years of their part-time registration) cannot transfer to Aberystwyth University without paying additional fees for at least one year of full-time study or two years of part-time study. Transfer students who are accepted by departments must be provided with the expected start date, end date and latest submission date of their course in the offer letter before accepting their place.

Mode of Study – candidates may study either on a full-time or a part-time basis. The regulations for each differ in terms of time limits and registration periods. Changes between one mode and another need to be discussed with the academic department. The student must then complete a Postgraduate Change of Registration Form which can be obtained from the department or online at www.aber.ac.uk/en/student/pg-issues/.

Probationary Period – both full-time and part-time PhD programmes have a probationary period of respectively one and two years. Students must demonstrate during this period their ability to conduct research to a satisfactory level if they are to be allowed to proceed with doctoral research beyond the probationary period. In addition, students should note that they will be expected to demonstrate at the end of each year of study their ability to proceed to the next year. Students may be exempted from the probationary period if their departments feel that their previous experience will enable them to continue their research in a shorter period. Students should also note that exemption from the probationary period also reduces the time limit for submission as detailed in the Code of Practice. Exemption from the probationary period does not in every case involve exemption from research training. Exemption must be approved during the admissions process and certainly not after registration.

Bar on Access – the University expects that research work accepted for a higher degree will be openly available and subject to no security classification or restriction to access. However, there are cases where there is an overriding need for a restriction of access, for example where sponsored research has resulted in a thesis which contains commercially-sensitive information. In such cases the University may, on the special recommendation of a department, place a bar on access to a thesis for a specified period (maximum 5 years). Applications for a bar should be made by the supervisor as soon as possible and ideally at the outset of the candidature. Applications must be supported by the Head of Department and submitted to the Research Degrees Committee.

Writing Up Period – the period between the end of the registration period and the submission deadline is often referred to as the ‘writing up’ or ‘in abeyance’ period. Research students who do not complete their thesis by the end of the normal period of registration and supervision for the postgraduate degree for which they are enrolled must register as a continuation student, and pay a continuation fee, if they wish to continue to have access to the University library and IT facilities. Students should note that during this period, although they might continue to work full-time on their theses, they are no longer full-time, registered students and the University cannot produce certificates to say that they are. This may have implications for visas, reductions in council tax etc.

However, please note that students who wish to continue to use laboratory facilities after their registration period has ended may be required to register and pay fees.
1. Introduction

Aberystwyth University [henceforth, ‘the University’] aims to be an internationally competitive teaching and research University which addresses global challenges and is responsive to the needs of its local community, of Wales and of the wider world.

It also aims:
- to engage in high quality research which satisfies intellectual, cultural, scientific and economic needs, contributing to and, where appropriate, leading international research agendas;
- to offer students with learning opportunities to the highest standard;
- to provide a distinctive environment for study and a high quality of life;
- to respond to the changing needs of society for skilled, educated and employable graduates;
- to contribute to the social and economic development of Wales and place a full and active role in sustaining its culture and the Welsh language.

This Code of Practice has been developed as part of the University’s commitment to its research students. Its purpose is twofold. First, it sets out the responsibilities of the University and academic departments towards postgraduate students so that they will know what they can expect from the University during their course of study. Second, the Code states clearly the responsibilities of students for their own learning so that they will know what the University expects of them. It should be read alongside the formal regulations relating to the administration of degrees and other detailed documentation relating to postgraduate activity as referred to below.

This Code of Practice complies with the QAA Quality Code Section B11, which is available on the web at the following address: www.qaa.ac.uk.

2. Admissions

2.1 Application Procedure

Applications for all schemes of postgraduate study must be addressed to and considered by the Postgraduate Admissions Office, which will assess an applicant’s eligibility for admission to a postgraduate programme and consider in particular previous qualifications, including non-UK qualifications, English language proficiency and any unusual circumstances or requests. The Postgraduate Admissions Office will then send the application papers to the student’s prospective Department.

2.2 Decision Process

The Department will make an academic decision on an application for postgraduate study usually within four weeks of receiving the completed application, including two academic references and a research proposal. Decisions may take longer when associated with scholarship competition. The Postgraduate Admissions Office will then either inform the applicant that the application has been rejected or will issue an ‘offer letter’, which is a conditional offer of a place on a programme of postgraduate study. The programme of study may only commence when all of the conditions specified in the offer letter have been met or agreed to by the applicant. Conditions may relate, for example, to a certain level of qualification from a current programme of studies, evidence of a sufficient knowledge of the English language, or agreement to undertake a course in research training organised by the Department.

2.3 The Department’s decision should be based on the applicant’s academic background and research potential in accordance with the Aberystwyth University Guidelines and Information for Postgraduate Selectors (available on request from the Postgraduate Admissions Office). The decision will normally involve two members of the Department’s staff who will have undergone the appropriate training.

Departments are strongly encouraged to interview research applicants where it is possible to do so. Where face-to-face interviews are not possible, departments should consider the use of telephone interviews. However, in all cases, the research proposal and academic references will play a major role in the decision made. Academic background should be considered in accordance with both University and Departmental entry requirements. Please note that applicants who are able to matriculate may not necessarily be able to meet the specific entry requirements for the relevant course. Applicants for research study should have or expect to obtain at least an upper second class honours degree or equivalent. Applicants with a high lower second class Bachelor’s degree or equivalent which is enhanced by a Master’s degree or high lower second class MPhils or MEng degrees may also be considered. Some Departments require that applicants hold or expect to obtain a good Master’s degree in addition to a good Bachelor’s degree. Accredited prior experiential learning or certified learning should be considered as part of this process. Any exemption from the probationary period of a PhD programme should be determined before admission onto the programme.

2.4 Approval of Qualification Certificates (Matriculation)

A sample of 10% of each cohort onto postgraduate study schemes who are not graduates of Aberystwyth University will have their original degree certificates approved by the University. This is done as part of the admissions procedure. Certificates awarded after starting a course of study at Aberystwyth should be taken to the Postgraduate Admissions Office as soon as possible to be validated and copied for the student’s records. Students who have not had their certificates approved will not be eligible to pursue a higher degree.

2.5 Financial Requirements

All applicants are required to complete a Financial Declaration Form indicating how they are going to pay for their fees. Some applicants will also have to pay a non-refundable deposit (towards tuition fees). The costs of the proposed study are specified in the formal offer letter from the Postgraduate Admissions Office. Sponsored students will be required to submit an official notification that they will be in receipt of an award. All such documents must be original or certified copies. Offers of any funding from the University, either central or departmental, must be made in writing and specify the exact level and duration of that funding (please also refer to the Departmental Studentship Proforma available upon request from the postgraduate admissions office). Offers of funding from external sources should also contain such specific information.
2.6 **Conditions of Acceptance**

Applicants who are unable at present to meet the conditions laid down in an offer letter or who for other reasons do not wish to take up the offer of a place for the current session, may request that the offer be deferred until a later date. Places may be deferred for a maximum period of two years. In exceptional cases, new conditions may be laid down in respect of a deferred offer. This is in accordance with the Consumers’ Protection Act.

2.7 When all the conditions of an offer have been fulfilled, or agreed to in the case of prospective conditions, the Postgraduate Admissions Office will write to accept the applicant as a postgraduate student of the University (the ‘letter of acceptance’).

2.8 Full-time non-EEA students will also be issued with a Certificate of Acceptance of Studies (CAS) for visa purposes. They need to be aware of the University’s responsibilities, and of their own responsibilities under the Points Based System (PBS) for student visas. See [www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa).

2.9 If you have disclosed a disability or medical condition, the University will make reasonable adjustments to ensure you participate on an equal basis with other students. You may also have other entitlements which will be identified by an up-to-date Study Needs Assessment and, if appropriate, through a case conference between the Department, Student Support and yourself. Additional services for UK students may also be funded by a Disabled Students Allowance. If you have UK Research Council Funding, please contact your Research Council in the first instance. Otherwise, please liaise with the Student Support Office. It is University policy to offer a place solely on academic grounds.

3. **Attendance Requirements**

3.1 It is expected that a full-time research postgraduate student will attend at the University for a minimum of 44 weeks in each academic year of their registration period (this is the period normally specified by grant-awarding bodies as being covered by a grant for one year). This means that a full-time research postgraduate is normally expected to live within daily travelling distance of Aberystwyth. The University recognises that students may need to undertake periods of fieldwork or data collection away from Aberystwyth. Absences of more than three weeks must be approved by the relevant Head of Department.

3.2 Part-time students should agree a schedule of attendance with their supervisor and the relevant Head of Department. Part-time research postgraduate students are expected to attend the University for the equivalent of 1 week in every academic year to allow for meetings with their supervisory team.

3.3 Any unauthorised absence must be reported by the Department concerned to the Head of the Graduate School and to the Research Monitoring Committee (if appropriate) and will be reported to the student’s supervisor. In such cases, the Head of the Graduate School or the Research Monitoring Committee may recommend that a student shall not be allowed to proceed to the next year of research and may recommend the exclusion of the student from the University.

3.4 Attendance on the Researcher Development Programme by full-time students, where relevant, is viewed as essential by the University. Registers are taken at each session and attendance is monitored by the Graduate School. Non-attendance by those students for whom the module is compulsory will be taken into account when annual reports are made on the progress of each research student to the Institutes and subsequently to the Research Monitoring Committee. Cases of prolonged absence without cause on the part of any research postgraduate student will be pursued by the Head of the Graduate School and the Institute Director of Postgraduate Studies and/or the student’s supervisor and, if necessary, their Head of Department and the Institute Director, and may result in progression to the next year of study being denied, or in exclusion from the University.

4. **Registration and Induction**

4.1 Students must register at the beginning of their studies and again each September of their minimum registration period (see Table 1 below). All new research students must register online during Welcome Week. All returning full-time research postgraduates must register online during Welcome Week each September whilst returning part-time students may register by post. Students are strongly advised to begin their research at the start of an academic year and should be aware that some awards (eg the Doctoral Career Development Scheme [DCDS]) are conditional upon a September start. Information about registration and induction will be sent in advance to all incoming students.

Students who have been given approval to start later in the year must contact the Academic Quality and Records Office on pgsstaff@aber.ac.uk to register.

**TABLE 1**

<table>
<thead>
<tr>
<th>DEGREE AND MODE OF STUDY</th>
<th>MINIMUM REGISTRATION FEE PAYING PERIOD</th>
<th>MAXIMUM TIME LIMIT DEADLINE FOR SUBMISSION OF THESIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPhil</td>
<td>1 year</td>
<td>3 years</td>
</tr>
<tr>
<td>Part time</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>PhD</td>
<td>3 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Full time</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>* (exempt from probationary years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part time</td>
<td>5 years</td>
<td>7 years</td>
</tr>
<tr>
<td>Part time</td>
<td>3 years</td>
<td>5 years</td>
</tr>
<tr>
<td>* (exempt from probationary years)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.2 After formal registration, the University will grant students access to its facilities. It will supply certificates of registration on request to the Academic Quality and Records Office by emailing aocstaff@aber.ac.uk.

4.3 If the programme of postgraduate study extends into a following academic year, it is the student’s responsibility to re-register at the beginning of that academic session. Returning students will be informed of the registration procedure during the summer.

4.4 A programme of registration and induction for all new full-time research postgraduates will be organised at the beginning of each academic year by the Graduate School. Details of the programme will be sent to new students in advance of their arrival in Aberystwyth. Last year’s programme can be accessed at [www.aber.ac.uk/en/gradschool/res-skills-training/res-train-dev/pg-induction/](http://www.aber.ac.uk/en/gradschool/res-skills-training/res-train-dev/pg-induction/).

Part-time students are encouraged to attend the induction programme. In addition, an introductory day is organized for International and visiting students prior to registration.
Many departments also offer their own induction programmes and will also send out details in advance. Where this is the case students must attend both University and departmental induction. The Graduate School and/or departments will make alternative induction arrangements for students who register at later points during the academic year.

4.5 The University programme of registration and induction will serve to introduce new research students to the following information about the organisation and facilities of the University:

- a brief outline of the proposed research programme(s), together with the normal length of study and the facilities that will be made available to the student;
- the University’s research ethics and codes including consideration of issues concerning authorship and intellectual property;
- a summary of facilities including the learning support infrastructure;
- student support and welfare services;
- an opportunity for the student representative body to introduce themselves including specific postgraduate representation (i.e. Students’ Union, Postgraduate Association);
- opportunities for postgraduates to be represented by the student body (i.e. Research Students’ Consultative Committee);
- social activity including that specifically for postgraduates;
- the University’s research environment;
- evaluation, monitoring and review arrangements;
- Researcher Development Programme (see Section 6, below);
- Continuing Professional Development;
- Postgraduate Professional and Transferable Skills Training;
- supervisory arrangements and roles and responsibilities of supervisors and research students;
- reference to the challenges that will typically face research students during the course of their studies and where guidance may be sought in the event of difficulties.

4.6 During the induction period, departments will provide supplementary information about postgraduate research in the relevant subject and the names and contact details of the student’s supervisors and information about how supervisory arrangements work. Departments will also provide details about opportunities that exist for meeting other research students and staff at departmental level and beyond, and for developing scholarly competence and independent thought.

Student and supervisors meet during the induction period and agree on their plans for the programme including the following:

- the desired outcomes of the programme with planned objectives of the research, taking account of the sponsor’s requirements where appropriate;
- the training and general educational needs of the student, measured against the Researcher Development Framework (see Appendix 2). This will include consideration of the student’s need for the development of transferable skills;
- the means by which the student will communicate progress to the supervisor(s) and how they will arrange regular meetings;
- monitoring of progress in the research and training aspects of the programme;
- completion of Continuing Professional Development Portfolio

4.7 It is the student’s responsibility to ensure that their student record is kept up to date. Students can access their student record over the web at www.aber.ac.uk/en/student/. The link to your ‘student record’ is listed under ‘Your Sites’.

4.8 Staff Candidates for degrees of MPhil or PhD:

   PhD: a full time or part time member of staff registers for three years (the first year of which is probationary). The maximum time-limit for submission of the thesis is seven years from the start date of registration. Members of research staff working full-time on research leading to a PhD may, however, be registered as full-time candidates with four years to complete.

   MPhil: a full time or part time member of staff registers for two years or one year if a full time research assistant. The maximum time limit for submission is five years from the start date, except where the employee leaves the University’s employment, in which case the limit is four years. Research staff who register for one year should submit the thesis within three years.

5. The Research Environment and Facilities

5.1 Postgraduate research takes place in an academic environment, which fosters and actively supports an advanced level of creative and independent scholarship including appropriate training in the process of research. Postgraduate research is integrated into the research culture and activity of the University.

5.2 In accepting a research student, the University and the Department concerned are committing themselves to providing the facilities required to undertake the agreed research project. The nature and extent of support facilities will vary according to the field of research and the research project itself. If it is the policy to charge students for using any of the facilities or to limit access in any way, this will be clearly indicated at the outset of the research. Among the support facilities which will be made available, subject to the requirements of the project and the resources available, will be:

(a) appropriate working space, preferably within the student's immediate work environment;
(b) adequate and accessible library resources, including appropriate approved use of the Inter-Library loans system (see relevant Library information sheets) and access to the National Library of Wales;
(c) access to relevant information technology resources, including word processing and printing facilities, electronic mail, the Internet and, where appropriate, spreadsheet packages and statistical and graphics packages;
(d) where appropriate to the research project, access to laboratory facilities, laboratory consumables, scientific instrumentation and photographic services, etc;
(e) appropriate photocopying and postage facilities and, where directly relevant to the research project, appropriate access to internal and external telephone networks;
(f) support to attend conferences and similar events;
(g) appropriate research and skills training.

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5.3 The University's Postgraduate Centre is located in the Llandinam Building on the Penglais Campus. This provides a variety of study spaces dedicated to postgraduate use. At the Llanbadarn Centre, dedicated postgraduate study and social spaces are located in the Rheidol and Elystan Morgan buildings, together with a range of facilities offered in and by the Thomas Parry Library.

5.4 Departments and supervisors will ensure the effective supervision of research students who are registered on a part-time basis and will take into account the particular problems and conditions which may arise from part-time research. In particular, regular contact must be maintained between supervisors and part-time research students who are not resident in Aberystwyth. Information Services will advise students how they can access computing and library facilities both remotely and when they are in Aberystwyth.

6. Researcher Development, Skills Development and the Continuing Professional Development Portfolio

6.1 The University, through its Graduate School, Institutes and Departments, will provide such researcher development as is appropriate and necessary in their field of research and to enhance their employability. These skills improve the student’s ability to complete their research successfully. Development and application of such skills is also understood to be key to the research graduate’s success and capability for sustaining learning throughout his or her career whether in an academic role or in other employment. Research students are encouraged to recognise the value of transferable skills in enabling them to take ownership and responsibility for their own learning, during and after their programme of study.

6.2 The University is committed to the provision of an appropriate level of training for all its postgraduate students. As part of this commitment the University has established an Institutional Researcher Development Programme. It begins with an induction event, followed by a set of centrally-provided research modules, complemented by annual graduate workshops, and supported by a wide range of workshops, short training courses and other activities offered through the Professional and Transferable Skills Training Workshops.

All students are required to complete part of the programme currently a minimum of 40 credits), but all postgraduates are also welcome to opt-in to any additional aspects of the programme, if they feel this will enhance their research skill set. Some students are required to follow specific elements of the programme. The AU Researcher Development Programme, run under the auspices of the Graduate School, is supplemented by subject-specific Researcher Development provision offered by individual departments, as well as by other organisations (for example, the UK Grad Programme: www.grad.ac.uk) all intended to equip students with specific research skills unique to their particular research discipline and to the individual needs of the student.

6.3 In general, the aim of the University’s Researcher Development Programme is to enable the research to be completed more efficiently, to give the student a range of transferable and marketable research skills and to help to provide a research environment in which students from different disciplines can meet regularly and explore common research issues. The Researcher Development Programme addresses the skills training requirements for research statements as outlined in the Researcher Development Framework (see appendix 2):

(a) Research skills and techniques
(b) Research environment
(c) Research management
(d) Personal effectiveness
(e) Communication skills
(f) Networking and teamworking
(g) Career management

6.4 Mandatory researcher development (for instance, following from research council requirements) will be clearly indicated to new research students during the induction process. Students may only be exempted from mandatory training with the approval of the Head of the Graduate School if they can show that they have completed an equivalent programme of training at postgraduate level, either in this University or elsewhere, or have acquired such skills in relevant areas of employment. The Researcher Development Board of Studies, of which the external examiner is a member, is responsible for the development of Researcher Development Programme and is the examination board for the centrally-provided research modules. It is also responsible for quality assurance for centrally-provided research modules.

6.5 The content of researcher development in different fields of research activity will be determined by the Departments and Institutes in conjunction with the Head of the Graduate School and the Research Degrees Committee, paying attention to the differing needs of differing cohorts of postgraduates and of individual postgraduates, arising from their diversity. Each student's researcher development needs will be identified and agreed jointly by the student and the appropriate staff (usually the supervisors in consultation with the Head of Department or Institute Director of Postgraduate Studies) during the Induction period and regularly reviewed during the research programme and amended as appropriate. The Research Monitoring Committee is responsible for overseeing each student’s researcher development needs and ensuring that they are being addressed.

When postgraduate students are provided with opportunities for teaching appropriate guidance and support is provided at departmental and/or university level. Where this activity also extends to assessing students, training and support will reflect this. Within departments postgraduates will be part of a larger teaching team in order for them to benefit from the support and mentoring provided by experienced staff.

6.7 The implementation and development of the Researcher Development Programme is the responsibility of the Researcher Development Board of Studies and is monitored by the Graduate School, which will seek regular feedback from students on the content and delivery of modules and training sessions and will review on a regular basis any training in research and generic skills provided.

6.8 Any problems arising for individual students within the framework of research development should be discussed with their supervisor(s) and, if necessary, the Institute Director of Postgraduate Studies and the Head of the Graduate School.

6.9 If candidates are aware of any personal or medical circumstances that may affect their performance in an examination or assessed work, undertaken as part of the Researcher Development Programme or Departmental...
Research Training, they must bring these to the attention of the relevant Examining Board before it sits.

6.10 All research students are expected to take part in the Continuing Professional Development process, which will help them to identify their training needs, formulate an appropriate training programme for themselves and keep track of training undertaken. They will be supported in this by a Mentor (for PhD students, normally the second supervisor), with whom they will have regular review and planning meetings. It will give students the opportunity to reflect on their learning, achievement and skills both in their academic work and in their wider life, and plan for their future personal and professional development. (For CPD Portfolio see www.aber.ac.uk/en/grad-school/res-skills-training/cpd/).

7. **Supervisory Arrangements**

7.1 The most important roles and responsibilities of research postgraduates and their supervisors within the supervisory framework are listed below. Each research student is located within both a department and an Institute, but the primary point of contact within the University is the supervisor.

7.2 It is incumbent on the departments to ensure that supervision is carried out by staff with sufficient and relevant research and supervisory experience. Each research student will have a minimum of one main supervisor, who will normally be part of a supervisory team. The normal expectation is that at least two members of staff should be involved in the supervision of each research student. Departments will inform students at the outset of their studies where this is the case, and will also identify a main supervisor to act as a point of formal contact for the University. Students will be clearly informed by the department of the respective roles of each supervisor.

7.3 The supervisory relationship is crucial and a clear mutual understanding of roles and responsibilities should be established at the outset to enable both to understand the supervisor’s contribution to supporting the student and where the supervisor’s responsibilities end.

7.4 The responsibilities of the **main supervisor(s)** include:

(a) possessing sufficient knowledge of the research area to provide accurate guidance and advice on the feasibility and progress of the student’s programme of research, and to facilitate the production of high quality research work;

(b) being accountable to the relevant department and institute for monitoring and reporting on the progress of the research;

(c) establishing and maintaining regular contact with the student according to any agreed schedule, and being accessible at appropriate times for consultation by whatever means is most suitable given the student’s location and mode of study (the normal expectation would be 1 hour per fortnight over 44 weeks or the equivalent, as appropriate, throughout 3 years of full-time study: one hour per month for part-time);

(d) having input into the assessment of a student’s development needs;

(e) reading written drafts produced by the student and providing constructive and effective feedback within a specified time (as a guidance, feedback on a chapter should be provided within 3 working weeks);

(f) alerting the student if either the progress or standard of the research work is unsatisfactory, and arranging any supportive action which may be necessary;

(g) ensuring that the student is aware of the need to exercise probity and conduct his/her research according to ethical principles, and of the implications of research misconduct;

(h) ensuring that students are advised at an early stage in their registration of the essential need to avoid conduct amounting to the fabrication of research results or plagiarism;

(i) helping the student to interact with others working in the field of research, for example, encouraging the student to attend relevant conferences, supporting him/her in seeking funding for such events and where appropriate to submit conference papers and articles to refereed journals;

(j) exercising any relevant formal duties in relation to health and safety regulations;

(k) maintaining the necessary supervisory expertise, including the appropriate skills, to perform all of the role satisfactorily, supported by relevant continuing professional development opportunities;

(l) ensuring that there is sufficient uninterrupted time available to dedicate to the needs of each individual research student that they are supervising;

(m) ensuring that the student receives due credit for any contribution to a collaborative project and providing advice on academic publication and intellectual property rights;

(n) providing effective pastoral support and/or referring the student to other sources of such support, including student advisers (or equivalent), the Institute Director of Postgraduate Studies and others within the student’s academic community;

(o) ensuring that the student is aware of university-level sources of advice, including careers guidance and equal opportunities policy;

(p) nurturing a sense of personal responsibility in research students for the quality of their research;

(q) reading and commenting upon the whole thesis before submission and giving feedback on its strengths and deficiencies.

7.5 The role of the **second supervisor** is normally to provide support to the main supervisor and advice to the student on more general issues or at times when the main supervisor is temporarily unavailable (this may include periods when the main supervisor is on study leave). Second supervisors should expect to attend at least one meeting with the student and the main supervisor each term and to read drafts of the student’s work so that they can make a meaningful contribution to formal monitoring processes. The second supervisor may also act as a mentor for the student’s Continuing Professional Development. The second supervisor need not be a subject specialist and is not normally expected to act as a permanent substitute for the main supervisor should the latter cease to be involved in the student’s supervision.

Students are advised to discuss complaints or grievances concerning the main supervisor with the second supervisor or the Institute Director of Postgraduate Studies in the first instance. If they cannot be resolved at this level, students
should follow the complaints procedure outlined in this Code.

In cases of co- (or joint) supervision, both supervisors share the academic advisory role.

7.6 The responsibilities of research students include in particular:

(a) taking responsibility for their own personal and professional development;
(b) accepting ultimate responsibility for their own research activity and in particular for the direction of and innovation in the research project as it develops, and maintaining regular contact with their supervisor according to an agreed schedule;
(c) ensuring that satisfactory progress is made in relation to the programme of work and the timetable agreed with the supervisor, including the submission of written drafts within agreed periods of time and preparing adequately for meetings with supervisors;
(d) ensuring that any problems regarding the research are drawn to the attention of the supervisor and providing adequate explanation for any failure to attend meetings or meet other commitments, so that appropriate guidance may be offered;
(e) providing periodic progress reports on the research, as required by the supervisor or by Departmental or Institute rules. In addition, preparing a brief formal progress report each year for the Institute Director of Postgraduate Studies for onward transmission to Research Student Monitoring Committee;
(f) developing, in consultation with the supervisor, an agreed schedule for progressing and submitting the thesis in a timely manner;
(g) deciding, in consultation with the supervisor and in accordance with the agreed timetable, when to submit the thesis;
(h) ensuring that they submit the thesis within the maximum time limit outlined in Table 1 (page 15), and that contact is maintained with the supervisor during the writing up period;
(i) maintaining clear, accurate, detailed and accessible records of work undertaken, irrespective of the field of research, keeping a full record of supervisions (to be agreed by their supervisor) and a record of their progress;
(j) identifying their own training and developmental needs, communicating these to the supervisor, and ensuring they meet the University’s requirements for training and skill development and making appropriate use of teaching or learning facilities made available by the University, completing any programme of training required or arranged by, or through, the University or a third party;
(k) communicating research findings as appropriate to others in the academic community, both orally and in writing;
(l) accepting ultimate responsibility for their own candidacy and ensuring that any circumstances that might require the mode of study to be modified or the registration to be extended, suspended or withdrawn, are brought to the attention of the supervisor, the Department or Institute and the Academic Quality and Records Office at the earliest opportunity;

(m) ensuring that they are familiar with university regulations and policies that affect them or those of any other interested party, including the regulations for their qualification, health and safety, intellectual property, unfair practice and ethical research guidelines;
(n) acting generally as a responsible member of the University’s academic community.

7.7 During prolonged periods of absence by a supervisor (i.e. for more than a month) or upon the departure of a supervisor the department will make appropriate provision to support the student’s research, which shall be discussed with and specified to the student in advance of the absence or departure. Supervisors may continue to supervise whilst on study leave or sabbatical, but if this is not the case, the student should be advised of the alternative arrangements.

7.8 Each Institute has at least one Director of Postgraduate Studies who assumes overall responsibility for the academic progress and welfare of the research postgraduates in that Institute, and who can be contacted by individual research students.

8. Representation

8.1 All postgraduate students will be given opportunities to provide feedback on the academic provision and support facilities made available to them, and on more general welfare matters.

8.2 Students will be represented on departmental Student:Staff Consultative Committees and the Research Students’ Consultative Committee. The minutes of the meetings of the Research Students’ Consultative Committee go to the Research Degrees Committee, which oversees postgraduate research degrees at Aberystwyth University. Research students will be encouraged to participate in the work of representative bodies, including the Students’ Union. There is student representation on the main committees of the University, eg Academic Board, Student Support Committee and Senate.

8.3 The University will respond to feedback given by postgraduate students, whether communicated through representative channels or made individually or confidentially.

9. Complaints

9.1 The University has a formal complaints procedure which is set out in the ‘Rules, Regulations and Information for Students’ booklet. It is also published on the web: www.aber.ac.uk/en/regulations/.

According to this procedure:
1. Disputes should be resolved informally if possible, and at the lowest level possible;
2. Where informal proceedings have been exhausted without successful resolution of the matter, the student may make a written complaint to the Head of Department;
3. The Head of Department will interview the complainant within one week, and any other person involved;
4. The Head of Department may seek to resolve the matter by mediation;
5. If mediation fails the Head of Department must report the matter to the Institute Director;

6. If mediation fails at Institute level, then the matter should be referred to the Head of the Graduate School.

7. The Head of the Graduate School will determine the matter (based on either written documents, or interviews, or reference to the Institute Directors, or by establishing a panel to hear the complaint) and will prepare a report outlining the case and the reasons for the decision.

8. An appeal against the decision may be made to the Pro Vice-Chancellor whose decision will be final, subject to the provisions in paragraph 8 below.

9. Once all internal procedures have been exhausted a candidate may submit a complaint to the OIA (Office of the Independent Adjudicator). Any such complaint must be submitted by sending a completed Scheme Application Form together with all relevant information to the OIA within three months of the date on the Completion of Procedures Letter from the University on completion of the internal procedures. A form can be downloaded from the OIA website: www.oiahe.org.uk.

9.2 If, therefore, research students have any complaints or grievances concerning the University they should address them in the first instance to their supervisor. If they cannot be resolved at this level, or if they concern the supervisor, students should approach their Head of Department or Institute Director of Postgraduate Studies. If matters are not resolved at this level, or if this is not practicable, students can take their case either to the Institute Director or the Head of the Graduate School.

10. Monitoring of Progress

10.1 The University will ensure that the progress of every research student is monitored at appropriate stages and as a minimum requirement at the end of each year of a student’s registration. The monitoring process will be based on a system of reports, by both the student and supervisors, to be considered by the relevant department and the Research Monitoring Committee. Monitoring includes assessment against an action plan agreed at the previous monitoring meeting. Students will be notified by Departments when such progress reports are due to be submitted and advised as to the contents of such reports. Please note that departments are also required to assess the ethical implications of student research projects at the beginning of the programme of study and to review them regularly as part of its monitoring procedures.

10.2 For students registered on a PhD programme, there is a probationary period of one academic year for full-time candidates or two academic years for part-time candidates, unless an exemption has been approved by the department and the Head of the Graduate School under the appropriate regulations. The decision to allow students to proceed from the probationary term will be made upon recommendation to the Research Monitoring Committee, which reports to the Research Degrees Committee. In such cases the department’s recommendation should be made on the basis of the submission of a substantial piece of written work (usually one or two chapters and a full research proposal and plan) that has been read by the candidate’s main supervisor AND another member of staff (which may be the second supervisor). For any specific and additional departmental procedures, see departmental handbooks.

It is considered good practice for an independent departmental committee to interview students as part of this process, both to assess progress and to offer advice and encouragement.

10.3 A student registered for a research Master’s degree may apply to upgrade to a PhD. Such applications will be decided by the Research Monitoring Committee upon recommendation from the student’s department. In such cases the department’s recommendation should be made on the basis of the submission of a substantial piece of written work (usually one or two chapters and a full research proposal and plan) that has been read by the candidate’s supervisor AND another member of staff. For any specific and additional departmental procedures, see the departmental handbook. Students must be able to finance the extended period of study.

10.4 Students whose progress is deemed to be a cause for concern will be notified by their Department or Institute and will be given the opportunity to demonstrate satisfactory progress within a specified period. Failure to do so will normally result in a decision by the Research Monitoring Committee that the student’s progress is unsatisfactory. Such a decision will be communicated to the student by The Graduate School or Academic Quality and Records Office.

10.5 A postgraduate research student whose academic progress is deemed to be unsatisfactory may submit a written appeal against the decision of the Research Monitoring Committee. Such appeals are handled according to the Academic Regulation on Academic Progress (see www.aber.ac.uk/en/regulations/).

11. Withdrawal

Registered students who are unable to continue their research or do not wish to do so may withdraw from their studies either temporarily or permanently. Circumstances in which a student could consider temporary withdrawal include ill health, serious family problems, financial difficulties, taking up a post of employment or extra employment responsibilities. Students should discuss withdrawal with their department and with a student advisor at the Student Welcome Centre. Students who are in their writing up period cannot withdraw. If they require additional time to complete their theses, they must apply for an extension of time limit via the Graduate School.

12. Writing Up

It is the expectation of the University that students will complete their theses before the end of their registration period or as soon after as possible. Research postgraduates who do not complete the research and writing of the thesis during the period of registration must complete within the maximum time limit for submission of theses as indicated in Table 1 (page 15). Supervisors will help to ensure that their students keep within this maximum period, and will provide guidance and support in relation to the writing-up process up to the time of submission. Students who do not complete their thesis by the end of their registration period must register as a continuation student and pay a continuation fee to have access to the University libraries and IT facilities.

Students who wish to continue to use laboratory facilities after their registration period has ended may be required to register and pay fees.
13. **Extensions**

Where students are unable to meet their submission deadlines due to exceptional circumstances, their departments may apply for an extension of time limit in which to submit the thesis. These applications are considered by the Head of the Graduate School who, in exceptional circumstances only, may allow extensions normally of no more than twelve months, on grounds of either inordinate professional commitments, medical problems, serious domestic difficulties, compassionate grounds, or unforeseen research difficulties. Supportive evidence and a timetable for completion must be presented. Students should note that access to the University’s computing and library facilities ends when the original time limit for submission is passed or a withdrawal date is entered on the student record. The criteria and procedures for higher degree extensions are available on the web at [www.aber.ac.uk/en/student/pg-issues/research/](http://www.aber.ac.uk/en/student/pg-issues/research/).

14. **Submission, Examination, Results and Appeal**

14.1 When both student and supervisor are satisfied that the student will shortly be in a position to submit the thesis, the student should collect an ‘Intention to Submit’ form and the necessary Submission Documents from either the Academic Quality and Records Office, Department or online. The ‘Intention to Submit’ form can also be obtained from the web in either .rtf or .html format [www.aber.ac.uk/en/student/pg-issues/research/](http://www.aber.ac.uk/en/student/pg-issues/research/), and should be completed and sent to the Academic Quality and Records Office 2–3 months in advance of the actual submission (for Practice based PhDs this may need to be sooner). The Submission Documents include advice on the binding and presentation of theses, and the declarations and summary which must accompany the thesis. The Academic Quality and Records Office will check that the student is within the time limit and has paid all fees and will certify that this is so. The thesis cannot be assessed until all debts have been honoured and unless the submission is within the time limit. If there is any problem, the student will be advised on what must be done before the thesis can be examined. Please note that initial examination of the thesis may take approximately three months. Candidates are reminded that in accordance with University Regulations, they should declare whether their nominated external examiner(s) has ever advised them or commented specifically on the work that they are submitting for examination (this does not apply to resubmissions where the same external examiner is to be used). Students should also declare any personal relationship with the proposed external examiner.

An electronic version of the thesis must also be provided in advance of examination for it to be checked for possible plagiarism.

The candidature of students who do not submit within the time limit will lapse and they may not qualify for the degree unless they have been granted an extension.

14.2 The text of the thesis (excluding appendices and references) shall not exceed 100,000 words in the case of a PhD, and 60,000 words in the case of an MPhil.

14.3 The written thesis will also be examined through a viva voce or oral examination. This examination will be conducted by an examining board consisting of a chairperson, one internal examiner and one external examiner. Where candidates have studied under staff regulations, or may become members of staff before examination of their thesis, a second external examiner will be appointed in place of the internal. If in doubt, Departments should consult the Head of the Graduate School. The chairperson is there to ensure that the examination is conducted properly according to the regulations. The internal examiner (who will not be the supervisor) and the external examiner will pose most of the questions. The external examiner will be an expert in the field of the student’s research and will understand the requirements of a PhD or Research Master’s degree. S/he is nominated by the academic department and approved by the Head of the Graduate School. At the invitation of the chair and with the prior consent of the candidate, the supervisor may attend the viva, but may speak only when invited to do so by the chair. The University’s guidance notes for viva procedures are set out in Appendix 1.

14.4 The viva examination is not a formality; it is an integral part of the examination for a research degree. The Graduate School provides a ‘Preparing for your Viva’ – ‘Focussing on the needs of students who anticipate being examined within the next 12 months. Before the viva the examiners will submit separate, independent written reports and will use the viva to satisfy themselves that the thesis is the candidate’s own work and that the candidate possesses a good general knowledge in the field of the research. The examiners will identify what they see as the strengths of the thesis and will give the student the opportunity to clarify any obscurities and defend any weaknesses which they perceive. They will produce a joint report and will then determine whether the thesis meets the University’s criteria for the award of research degrees.

14.5 The options open to PhD examiners may be summarised as follows:

- to award the PhD (possibly requiring minor or typographical corrections which shall normally be completed within either 4 weeks or 6 months of the viva);
- not to award the PhD but to allow the candidate to re-submit the thesis for a PhD within one year of official notification of the result (with payment of an examination fee). Examiners must also indicate whether, in the case of a failure to resubmit, the thesis may be awarded an MPhil;
- not to approve the award of a PhD – no re-submission;
- not to award a PhD but to award an MPhil (possibly requiring minor or typographical corrections which shall normally be completed within 4 weeks of the viva);
- not to award a PhD but allow re-submission for an MPhil within one year of official notification of the result (with payment of an examination fee).

14.6 The options open to MPhil examiners may be summarised as follows:

- to award the MPhil (possibly requiring minor or typographical corrections which shall normally be completed within 4 weeks or 3 months of the viva);
- not to award the MPhil but to allow the candidate to re-submit the thesis for an MPhil within one year (paying an examination fee);
- not to approve the award of an MPhil – no re-submission.

The examiners will tell the candidate informally of their decision immediately after the viva and provide an interim results letter. They will report formally to the Academic Quality and Records Office who will forward the Joint
14.12 Once the examination process is complete and if the candidate is successful, then it is the responsibility of the department to ensure that the fully corrected thesis, permanently bound and presented in accordance with University regulations is sent to the National Library of Wales and Aberystwyth University Library, and to ensure that an electronic copy of the final version of the thesis is deposited in the University's Institutional Research Repository.

14.13 As of 2011, the University requires students to submit an electronic copy of the thesis in suitable form to be published on CADAIR. This should be as a single file, and any attachments (e.g. digital images from an exhibition) should be clearly identified as belonging to that thesis. It is the student's responsibility to seek permission for the inclusion of third party copyright material (e.g. images, maps, etc.) before the thesis is submitted to CADAIR. Students should let Information Services know where this has not been possible, or if permission has been refused. Under exceptional circumstances, students may opt out from submitting to CADAIR. Students on the Creative Writing PhD have an automatic opt out, but if they so wish may opt in. Queries regarding electronic submission for CADAIR should be addressed to Information Services.

14.14 If unsuccessful, the thesis is returned to the candidate.

NB. Notes or marginal comments made by the examiners must be erased prior to the deposit in the libraries or returned to the candidate.

15. Work and Study Balance

The University recognises that many students fund their own postgraduate study and can only do so by undertaking paid employment. It also encourages postgraduate students to undertake paid teaching or demonstrating duties, or voluntary work, in order to gain experience and develop skills which will prepare them for employment once they graduate, as well as contributing to their departments or the wider community. However, students must ensure that they strike the correct balance between paid and unpaid work and study, to enable them to complete their degrees on time and to the required level. Students must also respect the terms of any studentship or sponsorship or of visas.

Students (and staff advising them) should note the following when considering employment while studying:

- Doctoral Career Development Scheme holders may undertake a limited amount of teaching or demonstrating duties but may not undertake any other paid work without permission from the Pro Vice-Chancellor.
- Research Councils have their own rules regarding paid employment which studentship holders must check and respect.
- Other sponsors may also set limits on the amount or nature of work to be undertaken; students are responsible for honouring these limits.
- International postgraduate students holding a visa must not work more than 20 hours per week during term time or they will breach the visa conditions. Such students should check their visa conditions carefully regarding vacation work and work during the writing up period.
- The National Union of Students and other bodies representing student interests recognise both the importance of part-time work for many students and the potential negative impact it can have on their performance. The impact of part-time employment will obviously depend upon the nature of the individual, the nature of the employment and the working hours as well as the total number of hours worked, e.g. evening work, weekend work, vacation work. As a rough rule of thumb, full-time students working more than 15 hours per week are much more likely to encounter problems in...
16. Teaching and Other Academic Activities

16.1 Research postgraduates may carry out undergraduate teaching or other academic duties (e.g. editorial assistant, conference organisation, research assistant) to an extent which does not interfere with the effective fulfilment of the students’ programmes of research. Such experience is of value to postgraduates in their longer term career development and may complement other aspects of research training.

16.2 Guidelines for students on DCDS are available on the Graduate School website. Other students should receive individual contracts concerning commitments and remuneration, but should not exceed a total of 180 hours in a session.

16.3 The University and Departments will provide appropriate support for students making a teaching or other academic contribution. This involves both formal training and the appointment of a member of academic staff (e.g. Module Convenor) to work with the student and offer advice and guidance.

16.4 Postgraduates who teach are not responsible for the design or overall administration of a module. Marking and assessment carried out by postgraduates should be appropriately monitored and moderated, especially in relation to undergraduate work which counts towards a degree classification.

16.5 The University will provide insurance cover to indemnify postgraduate teachers against legal liability.


17.1 Departments should ensure that research postgraduates are aware of legal rules relating to intellectual property rights and confidentiality of information which may arise from their research activities. If intellectual property rights may be generated by the research, the position of either the University or third parties should be considered in so far as either may have provided financial sponsorship or equipment and other facilities. Intellectual property and confidentiality questions should be worked out by clear agreement so far as possible at the outset of the research. Advice on intellectual property matters can be sought from the Department of Research, Business and Innovation.

17.2 It is a condition of admission to all postgraduate research degree programmes that the University’s policy on Intellectual Property Rights (IPR) will apply. To view the full policy, please see: [www.aber.ac.uk/en/hr/policy-and-procedure/au-bu/intellectual-property/](http://www.aber.ac.uk/en/hr/policy-and-procedure/au-bu/intellectual-property/).

17.3 Where appropriate the University should agree to assume responsibility for protecting, developing and/or exploiting intellectual property rights generated by postgraduate research, including the patenting, licensing and marketing of the results of research. In such cases the University will share the net financial benefits which arise from such exploitation with the student and any other party involved in originating the work covered by such rights in accordance with the University’s policy on IPR.

17.4 The University is a registered data user under the 1998 Data Protection Act, and students are required to comply with Section 3.1.9 of the Act’s Rules and Regulations. The University Registry will provide advice on this if needed but general information can be found at [www.aber.ac.uk/en/info/compliance/](http://www.aber.ac.uk/en/info/compliance/).

17.5 Unfair practice is the act of obtaining an unpermitted advantage to obtain a result higher than a person's abilities would otherwise secure. Plagiarism is the act of using someone else's work and presenting it as one's own. No intellectual endeavour is entirely original. Even the most original minds depend on the thoughts and discoveries of their predecessors. Indeed one of the criteria for meeting the required standards for the award of a PhD is the ability to relate the results of your own study to the general body of knowledge in the subject. What you must not do is seek to pass off the knowledge and data of others as your own. Proper referencing, note taking and bibliographic and citation procedures should ensure that examiners will accept the work as wholly your own. Supervisors will always be able to give advice on this, and the research training programme contains dedicated sections on referencing, writing and bibliographic procedures. Draft work submitted to supervisors and which demonstrates evidence of plagiarism is deemed to be poor academic practice. In the first instance, such situations are best handled by the supervisor within the course of normal feedback on draft work. Where, prima facie, a student is attempting systematically to represent the work of others as his/her own, the student will be referred to the Research Monitoring Committee and possibly be prevented from progressing further in his/her degree programme. In all cases, the action to be taken by the student and supervisor, will be clearly communicated to the student in writing along with the potential consequences of non-compliance. A full set of documentation on the problem and the outcome will be retained by the department. For the University’s procedure for dealing with research misconduct, including unfair practice and plagiarism please see [www.aber.ac.uk/en/regulations/](http://www.aber.ac.uk/en/regulations/).

17.6 A candidate is at liberty to publish the whole or part of the work produced during the candidate’s period of registration, prior to its submission as a whole, or as part of a thesis, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the thesis submitted for examination.
18. Research Ethics and Integrity

18.1 The University is committed to ensuring that all research activity, whether conducted by staff, or undergraduate or postgraduate students, adheres to published guidelines on good practice and employs appropriate and ethically sound methodologies. Guidance on Research Ethics & Integrity can be consulted over the Web at [www.aber.ac.uk/ethics](http://www.aber.ac.uk/ethics) and postgraduate students are encouraged to familiarise themselves with the guidance provided.

They should note that the University attaches considerable importance to the raising of awareness in new researchers of the need to develop sound methodologies in the conduct of their research, and to develop an understanding of good practice. At the beginning of each academic session Introductory training on Research Ethics will be provided to all new research postgraduates. Attendance is compulsory to ensure all research students are familiar with the generic issues involved.

18.2 Departments will assess the ethical implications of student research projects at the beginning of the programme of study and review them regularly as part of their monitoring procedures. It is an obligation on research students that they complete an online ethical assessment form and an application to the relevant Research Ethics Panel (REP), where necessary. Further information can be found at [www.aber.ac.uk/ethics](http://www.aber.ac.uk/ethics) (research involving animals follows a separate process).

18.3 All research involving human participants or tissue must be conducted in accordance with established guidelines. This applies to research in the Social Sciences and in the Humanities as well as in Sciences. Research Councils and other funding bodies now require projects to be subject to appropriate review.

The same requirement applies to all research, however funded. The methodology to be used in any research involving human participants or tissue must be agreed by department and/or the appropriate University Research Ethics Panel (Arts and Humanities/ Social Science or Science REP). This applies to all research, including but not limited to surveys, interviews, questionnaires and observation projects.

The University wishes to ensure that the methodologies employed by researchers are sound and consistent with good practice; Supervisors and departments will give detailed advice on what is required and students should recognise the need for ethical review of the procedures which they are likely to adopt in their research.

18.4 The University's ethical responsibility extends not only to protecting the safety and well-being of participants but also its staff, students and the reputation of the institution.

18.5 Ethical review is designed to support and protect researchers and their participants, and the REP’s will help to mitigate risks. The REP’s role is to facilitate research not prevent it.

18.6 The University also complies with the Concordat to Support Research Integrity. The Concordat sets out five commitments that will provide assurances to government, the wider public and the international community that research in the UK continues to be underpinned by the highest standards of rigour and integrity.

Developed in collaboration with the funding and research councils, the Wellcome Trust and various government departments, the Concordat will:

- Provide better coordination of existing approaches to research integrity,
- Enable more effective communication of efforts to ensure that the highest standards of rigour and integrity continue to underpin all our research,
- Encourage greater transparency and accountability at both institutional and sector levels,
- Stimulate reflection on current practices to identify where improvements can be made.

More information about the Concordat to Support Research Integrity can be found here: [www.aber.ac.uk/en/research/aber-research/research-integrity/](http://www.aber.ac.uk/en/research/aber-research/research-integrity/)

Queries of any nature can also be directed to ethics@aber.ac.uk or by calling 01970 621694.

19. Health, Safety and the Environment

19.1 The University recognises that the protection of health and safety of research students and others affected by its activities, and of the quality of the environment, are an integral part of its operation and a prime responsibility of management at every level. The Health Safety and Environment website provides information about University policy on health, safety and the environment, training, emergency actions, and a list of contacts. The departmental Safety Officer can provide you with information about departmental safety committees and local arrangements. See [www.aber.ac.uk/en/hse](http://www.aber.ac.uk/en/hse/).

20. Disabled Students and Those With Specific Learning Differences

20.1 Aberystwyth University aims to provide all students with an education of the highest quality. The University has a commitment to maintain and develop a first class standard of teaching and research. We aim to make our academic facilities available to all who meet our entrance requirements and to ensure that disabled students and those with specific learning differences have all reasonable access to the delivery of courses and programmes of study and all aspects of curricular provision including lectures, field trips, assessment and placements.

20.2 For information about the range of support available please contact one of our Accessibility Advisers. Contact details and further information about the support available is on the following web pages: [https://www.aber.ac.uk/en/student-support/accessibility-advice-and-support/](https://www.aber.ac.uk/en/student-support/accessibility-advice-and-support/)

21. Part-Time and External Research Students

21.1 The University regards full-time and part-time students as equally valuable members of its postgraduate community. This Code of Practice applies equally to each (and indicates those areas in which the regulations differ). However, there are necessarily some respects in which arrangements for external students, whether full-time or part-time, must differ. There are also some points worthy of emphasis:

- while their participation in the Researcher Development Programme is not compulsory, the University encourages the attendance of part-time students and full-time external students within reach of Aberystwyth;
- new part-time and full-time external students must attend registration in person. Returning part-time and external students may register by post or online;
• both full-time and part-time students must come to
  arrangements with their supervisors, overseen by
departments, which enable them to receive regular
supervision. In the case of part-time students not
resident in Aberystwyth, and full-time external students,
it is of particular importance that effective arrangements
are made in this regard;
• access to library and computing facilities is the same for
both full-time and part-time students. However, part-
time and external students should note that it may be
possible to arrange postal loans (for which fees may be
charged) and access to computing facilities from remote
sites. Also, under the Walia, SCONUL Research Extra
and UK Libraries Plus schemes, they may be eligible for
limited access to the facilities of other Welsh and UK
libraries. Information Services staff can supply details of
these arrangements (please see www.inf.aber.ac.uk/
lending/staffborrow.asp#uklibplus);
• the facilities available to part-time students within
Departments will vary according to what resources
Departments decide to allocate and may differ from
those on offer to full-time students.
Appendix 1

Procedures at Viva Voce Examinations for Research Students

The Examination Board
1. The examination board will consist of a Chair, an Internal Examiner and an External Examiner. A second external examiner will replace the internal where the candidate is sitting the exam under staff regulations. The Chair will normally be the head of the candidate's Department, although they may delegate this responsibility to a senior member of their staff.

2. At the invitation of the Chair and with the prior consent of the candidate, the supervisor may attend the viva in an advisory capacity but may only speak if invited to do so by the Chair.

3. The purpose of the viva is fully explained in the notes of guidance which are sent to examiners. It is also set out in the Aberystwyth University Code of Practice for Research Postgraduates which is given to all students at their time of registration. The University expects both candidate and supervisor to be familiar with this purpose. The viva is an integral part of the examination for a research degree, and the candidate's performance at the viva will be considered together with the written thesis in coming to a final decision over the award of the degree.

The Arrangements
4. Normally the viva will take place in the candidate's Department within the University. Only in exceptional circumstances may the viva be held outside the University. The Academic Quality and Records Office should be informed in such cases. All participants will be present unless, in exceptional circumstances, it is agreed that electronic means may be used to enable one participant to take part remotely.

5. All arrangements for the viva are made through the Department concerned. It is a matter for the Department whether these are managed primarily through the supervisor, the postgraduate co-ordinator, or the internal examiner.

6. The viva will normally be held within 12 weeks of the thesis being sent to the examiners by the University. This time scale is to enable the examiners to consider the thesis in detail and also to ensure that the candidate is not disadvantaged by an extended period between the submission and the defence of the thesis.

The Procedures
7. It is the responsibility of the Chair to ensure that University regulations are adhered to during the course of the viva.

8. The examiners should meet before the viva to discuss their initial reports on the thesis, and drawing on this discussion, they should identify areas of the thesis which each examiner would like to discuss with the candidate.

9. The Chair should open the examination by introducing the examiners to the candidate and should then put the candidate at ease and explain the format of the viva.

10. The examiners will ask a series of questions in order to promote a discussion relating to the thesis, its structure, those areas where they require clarification and those issues they wish to explore with the candidate.

11. At the end of the viva the Chair should ask the candidate to leave the room so that the examiners can discuss their decision. At this point they can raise issues relating to the thesis and/or the viva with the supervisor. They can request that the supervisor leave the room so that they can reach their final decision, or they may reach this decision with the supervisor present.

The Decision
12. The examiners will make a decision in accordance with the examination regulations as set out on the Result and Report Form. Once the examiners have reached a decision, this shall be final and may not be amended after the Result and Report Form is signed.

13. When the examiners have agreed on a decision, the Chair shall arrange for the candidate to be brought back into the room. The decision shall be clearly communicated to the candidate by the Chair orally and through an interim report form.

14. If the examiners are satisfied that the candidate has in general reached the standard required for the award, but are of the opinion that the thesis requires minor modifications not so substantial as to call for the resubmission of a revised thesis, they should indicate to the candidate what amendments and corrections are required. It is the role of the Chair to ensure that this advice is passed to the candidate in a satisfactory form, and to communicate whether the internal and/or external examiner needs to see such modifications, and the timescale within which they must be completed. Please note that candidates who do not complete the corrections within the given time limit will be required to pay the full resubmission fee.

15. Where the examiners recommend a resubmission, they are required to give the candidate guidance on the deficiencies of the thesis and/or the performance in the viva. It is the responsibility of the Chair to ensure that this advice is passed to the candidate in a satisfactory form, that the candidate fully understands the decision reached by the board and is aware of the timescale within which the resubmission must be made. It is then incumbent on the student to ensure that the re-submitted thesis clearly addresses these points.

16. If the candidate is being examined for the degree of PhD, but is awarded an MPhil, the Chair will ensure that the candidate fully understands this decision.

17. The Chair will ensure that all necessary paperwork is completed, and that all forms are signed and returned to the Academic Quality and Records Office in the manner required.

18. If any amendments or modifications are required, the candidate must submit a corrected copy of the thesis to their Department in permanent binding within the timescale stipulated by the Examination Board.
Appendix 2
Researcher Development Framework

In 2001 the Research Councils issued a Joint Skills Statement which described the skills that research students are expected to have or to develop. These include a range of transferable skills in addition to the research skills related to completing a thesis. Development of such skills is considered as an integral part of the experience of being a postgraduate research student. The Researcher Development Statement and its associated Framework of 2010 is an evolution of the JSS and highlights the range of knowledge, skills, behaviours and personal qualities which the Research Councils see as being required to be an effective researcher and employee in a world driven by knowledge production and innovation. These skills may be present on commencement of a research degree, explicitly taught, or developed during the course of the research.

The Researcher Development Framework articulates the skills and attributes of successful researchers and encourages them to aspire to excellence through achieving higher levels of development. The framework is a comprehensive new approach to enhancing the careers of researchers. It was developed by and for researchers, in consultation with academic and non-academic employers.

Aberystwyth University’s Researcher Development Programme is underpinned by the Researcher Development Framework and courses on offer are grouped according to skills identified in the Researcher Development Framework Domains.
This booklet is also available in Welsh

Mae’r llyfryn hwn ar gael hefyd yn y Gymraeg

For further information on this booklet please contact

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