

UNIVERSITY OF EXETER

QUALITY REVIEW SERVICES

COLLABORATIVE PROVISION:

Procedure for Research Students Jointly Supervised by the University and University College Plymouth St Mark and St John

1 Scope of Agreement

The following departments of the University College are permitted to jointly supervise research students with their counterpart Schools at the University:

- Education
- English

This permission is granted subject to compliance with the procedures detailed in this paper. Unless specifically stated below the normal University Regulations and Codes of Good Practice detailed in the Teaching Quality Assurance Manual shall continue to apply.

2 Admissions

MPhil applicants may apply to the University College through the University's normal postgraduate admissions procedure.

Applicants who apply to the University College are considered first by the University College. If the University College wishes to continue with an application, it is sent to the Admissions Office of the University for transmission to the appropriate University School, as indicated in the covering letter. All applications must have a cover letter which clearly states that the student is applying under this procedure. A decision regarding acceptance is made by the School. A University supervisor and mentor are appointed for those accepted, to share the supervision with the College.

As part of the admissions process for all applicants it is for the University School and the University College to complete a Joint Supervision Form copies of which should be held by each for their records:

- (a) to agree the names of the two supervisors and a mentor (one from the University College and one from the University School) in accordance with the University Code of Good Practice 'Appointment of Research Degree Supervisors'
- (b) to set out in writing a statement of the respective roles and responsibilities of each supervisor: this should include frequency of the meetings between the student and each supervisor, arrangements for seeing and commenting on written work and on dissertation drafts, and arrangements for consultation between supervisors in accordance with 'Code of Good Practice – Supervision of Postgraduate Research Students'
- (c) to agree the division of the fees as indicated by the division of responsibility set out in 2.3(b)

The joint supervision forms are available from the University College Registry and should be completed as far as possible and sent to the appropriate University School. The form should be finalised following discussion between the proposed supervisors before the offer of a place is recommended and the decision form is returned to the Graduate School Office.

3 Offer Letters

Offer letters can only be issued on receipt by the Admissions Office of a completed and signed joint decision form.

Offer letters are issued by the institution at which the student will be initially registered and will be copied together with the Joint Supervision Form to the Deputy Principal (who has responsibility for Research), both supervisors and the Admissions Office.

It is the responsibility of the said Institution in the offer letter to inform the applicant of the division of responsibility of each supervisor.

Students may register for research degrees at the beginning of the each University term.

4 Registration

Students registering for MPhil only may register with the University College.

Applicants who are accepted for a PhD programme (and candidates who intend to transfer from MPhil to PhD) are required to register with the University.

5 Transfer from MPhil to PhD

Candidates registered at the University College wishing to transfer registration from MPhil to PhD are required to complete Part A (and attach the necessary report and statement) of the Transfer Form.

The candidate will be interviewed by a panel jointly composed of appropriate members of the candidate's academic departments at the University College and the University.

If the transfer is recommended by the Panel, the Transfer form must duly be completed by both supervisors and both Heads of School/Department and forwarded by the Head of the University School to the Graduate Studies Office for action.

Students whose transferral from MPhil to PhD is approved are required to be registered with the University before September 2008.

6 Examination of Candidates

The procedure for dealing with the examination of all jointly supervised candidates is as follows:

- (a) the nomination of examiners for both MPhil and PhD students with joint supervision from both institutions will be formally processed through the Graduate School Office.

- (b) the Board of Examiners will be appointed through the Board of the Faculty of Postgraduate Studies with the following composition:

Chair: Internal examiner from the University
Second internal from the University College
External Examiner

- (c) the Chair will be nominated by the Head of the University School concerned, who will have consulted both supervisors
- (d) the second internal will be nominated by the Head of the University School concerned after consultation with the University College's Deputy Principal
- (e) the external examiner will be nominated by the Head of the University School concerned after consultation with the College's Assistant Principal with responsibility for research

The conduct of Examinations should be in accordance with the University's Code of Good Practice 'Boards of Examiners for Degrees by Research.

All PhD *viva voce* examinations should be carried out at the University. However, MPhil candidates registered at the University College may be examined at the College.

7 Payment of Examiners' Fees and Expenses

The payment of examiners' fees and expenses shall be the responsibility of the institution at which the candidate being examined is registered.

8 Library and Resources

All jointly supervised research students registered at the University have automatic rights to the University library and resource facilities.

All jointly supervised research students registered at the University College shall have full borrowing rights at the University library for no additional charge.

9 Monitoring

If problems should arise, in the first instance the supervisor should contact with the University College or the Head of School concerned, depending on the institution.

Student complaints and disciplinary issues will be dealt with in accordance with the procedures in place at the institution at which the student is registered.

Student Academic Appeals will be dealt with in accordance with the procedures in place at the University.

Mrs Morag Kitt
Administrative Officer

Mrs Hannah Rundle
Administrative Officer
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