

# Bangor University Doctoral School

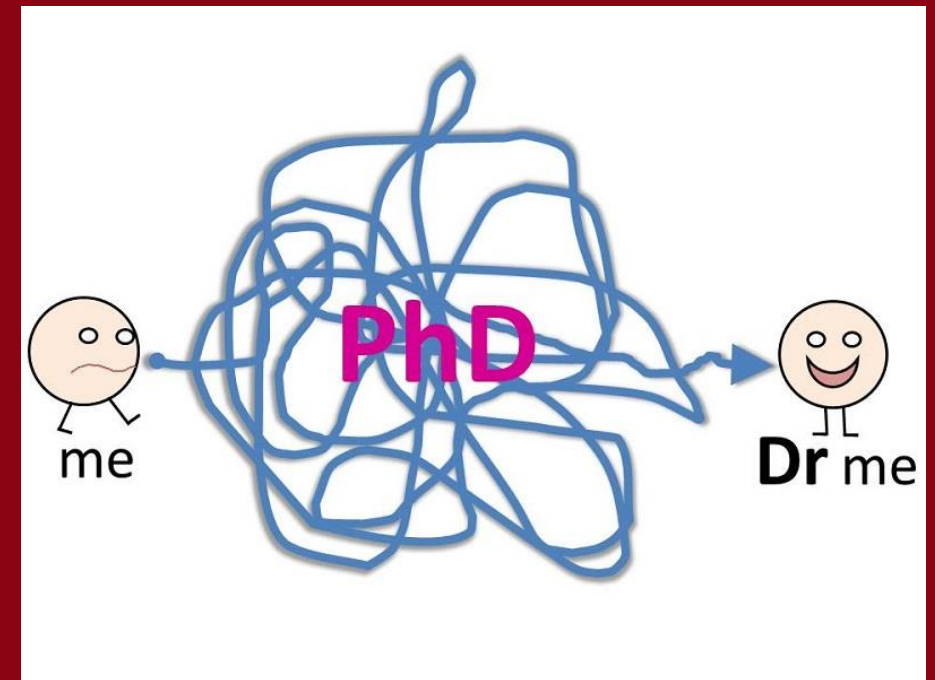
## *PGR Induction 3: Key Processes*

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# QAA UK Quality Code for Higher Education



## Part B: Assuring and Enhancing Academic Quality

### Chapter B11: Research Degrees

<http://www.qaa.ac.uk/publications/information-and-guidance/uk-quality-code-for-higher-education-chapter-b11-research-degrees>

# Bangor University Regulations



Regulations for Postgraduate Research Programmes 03

Code of Practice for External Examiners: Research Degree 05

Code of Practice for the Use of Postgraduate Students in Teaching 17

Student Complaints Procedure (01)

Academic Appeals Procedure (02)

<https://www.bangor.ac.uk/regulations/>

# Support

Supervisor & Co Supervisors

Personal Tutor

School PGR Lead

School PGR Representative

Head of School

College Director of PGR

Dean of PGR, Doctoral School

Student Support Services

# Bangor University PGR structures



Doctoral School

Doctoral School Board reports to Research Impact, Innovation  
and Strategy Task Group

Research Degrees Committee reports to Senate

School Boards

School & College Research Committees

# Responsibilities of the Supervisor - Initial



Selection/Admission/Induction

Expertise in subject area

Advise on additional English if appropriate

Identify ways to support disclosed disability

Ensure PGR has working space and access to facilities

Meet with PGR to identify objectives of research

To know requirements of funder/sponsor

Assist in training needs analysis (generic and discipline specific research skills) and transferable skills

Ensure access to information on workshops, seminars, conferences

Explain roles of Supervisory team (eg internal & external co-supervisors) and frequency and style of meetings

Explain arrangements for progress reviews

Ensure PGR is aware of IP, Health and Safety and Ethical issues of their study

# Responsibilities of the Supervisor - ongoing



Maintain regular contact – at least fortnightly – and be accessible

Set targets for successive stages of the work for timely completion

To be aware of progression deadlines and requirements

Provide timely feedback on written & presented work

Arrange for PGR to present work at seminars/conferences

Encourage/mentor publication & grant writing

Link between PGR and wider academic community

Advice & guidance on planning & development of research

Advice & guidance on standard of work expected

Advice & guidance on literature, methods, techniques, academic integrity, avoidance of plagiarism, ethics, copyright, IP, Health & safety

Ensure follow Equal Opportunities and ensure conform to ethics & H&S.

Provide pastoral support (+ Personal Tutor) and refer to other sources of support (eg Student Services)

Check other support effective

Liaise with external supervisors / co-supervisors





# Responsibilities of the Supervisor – later stages



Ensure timely submission of thesis

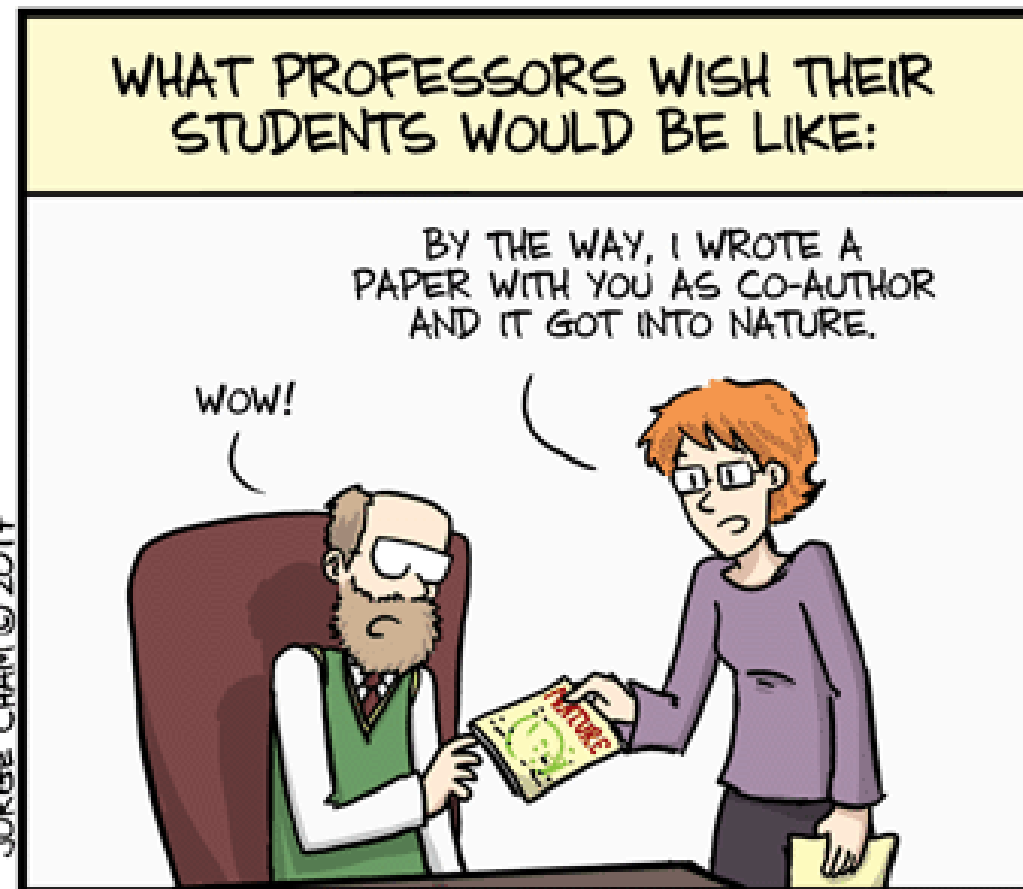
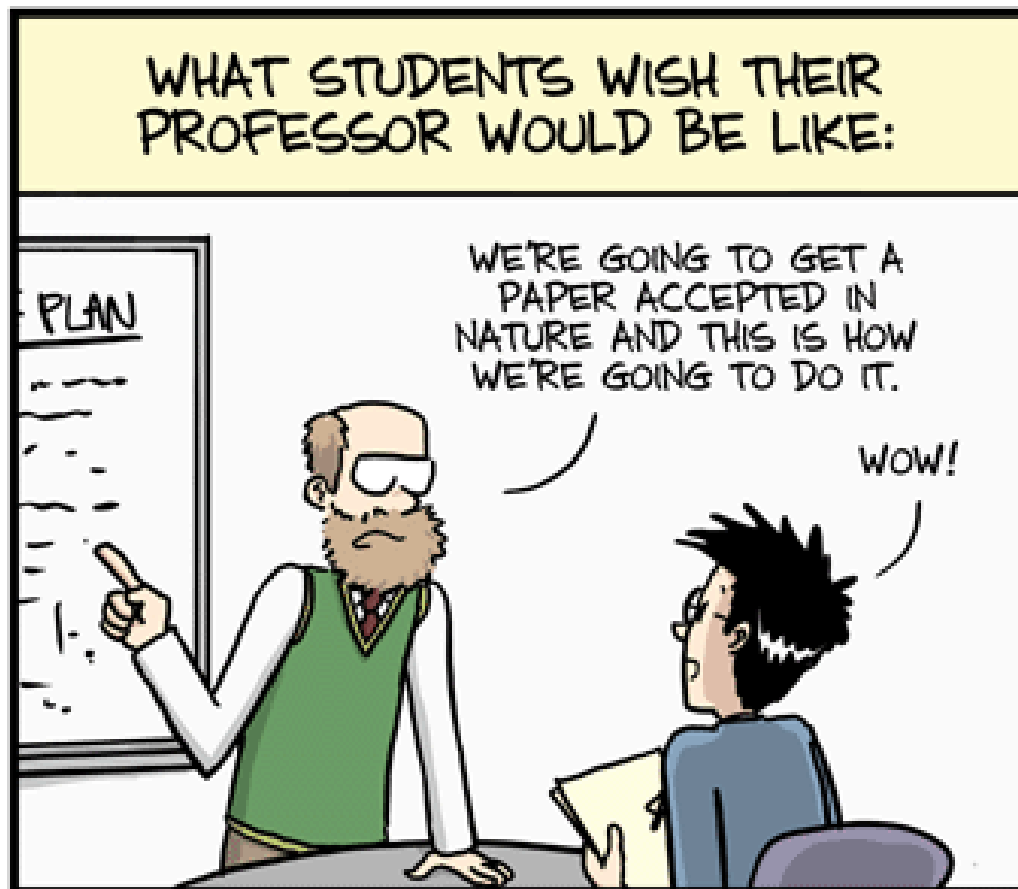
Consider and manage Extensions if required

Nominate External Examiner

Ensure PGR adequately prepared for viva voce

Guidance on next steps

Provide references as required



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# Responsibilities of the PGR



- Show commitment to research project and programme of study
- Agreeing & adhering to schedule of meetings & preparation for these
- Engage in training needs analysis and courses available
- Observe Health & Safety requirements
- Be aware of diversity aspects and advantages these bring
- Maintain progress of work against research plan, providing written material in sufficient time for comment & discussion
- Engage in conferences / seminars
- Prepare papers for publication guided by supervisors
- Provide regular updates on progress & comply with deadlines
- Engage in Progress Review
- Submit thesis on time
- Deposit data in required repositories
- Take initiative to raise problems as appropriate

# Common Issues



Whose PhD is it? – Yours!

Project must be realistic project - may need a plan B (contingency)

PGR life work balance important

Deadlines seems distant

Share you plans with your Supervisory team

Meet regularly and be prepared for you meetings

Be positive over feedback

# Worth noting....



True time :

1, 2, 3 or 4 years, 365 days per year

- 104 week end days
- 40 days of public holiday and taken holiday
- 6 days Illness, other events

= 215 days per year (Masters by Research)

= 645 days over 3 years (PhD)

Real cost per day is about £350

Make every day count!

# Teaching



Teaching activities should not exceed 250 hrs per year or 6 hrs in a single week

You must receive appropriate training (Code 17)

You will be paid for teaching unless part of a training module or teaching is required by the scholarship

You may do a PGCert HE - second year of PhD is best time – but required responsibility for teaching cycles may not be possible.

# Monitoring & Progression



The Review Committee consists of:

Your Supervisors

An independent other member staff from your School (the Internal)

A Chair (usually your Personal Tutor)

The Review Committee:

Approves the proposed research

Makes sure that proper supervision is in place

Approves a replacement Principal Supervisor and/or Co-supervisor as required

Makes sure that the you have access to the resources required for the project

Monitors your progress, including participation in training courses and other activities that enhance employability

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# YOUR THESIS COMMITTEE

Also known as: an impossibly difficult group to get together in one room but who nevertheless hold your future in their hands depending on their ability to reach a civilized consensus.



**Your Professor**

Simultaneously your biggest ally and your worst enemy. Will be the first to suggest you do more work.



**The Guru**

Only here for the free cookies. Don't forget to bring cookies.



**The Adversary**  
~~The Asshole~~

Has bitter rivalry with your Professor and will argue the exact opposite view. Work this to your advantage.



**The Strawman/woman**

Nice guy. No opinions.



**The Assistant Professor**

Still doesn't believe just a few months ago they were on the other side just like you. Pretends to be an adult.

NONE OF THEM WILL ACTUALLY READ YOUR ENTIRE THESIS.



# Monitoring



Your academic progress will be monitored by a Review Committee once per year

The first review is within 6 -9 months and uses an online system (**the PGRS**) with forms completed ahead of a face to face meeting

At the meeting, you describe your research activity and any particular factors that have helped or hindered you achieving your objectives and your plan for the next year. You will respond to questions

The Review Committee will agree an action plan for future work with the candidate and make an overall assessment of progress

If progress is unsatisfactory, then a further Review Committee will be arranged within 3 months of the first to assess progress against goals set by the agreed action plan

# By the time of your first Review Committee you will have:



Created a profile in PURE for the School web page

Undertaken a review of the literature

Formulated a research project proposal

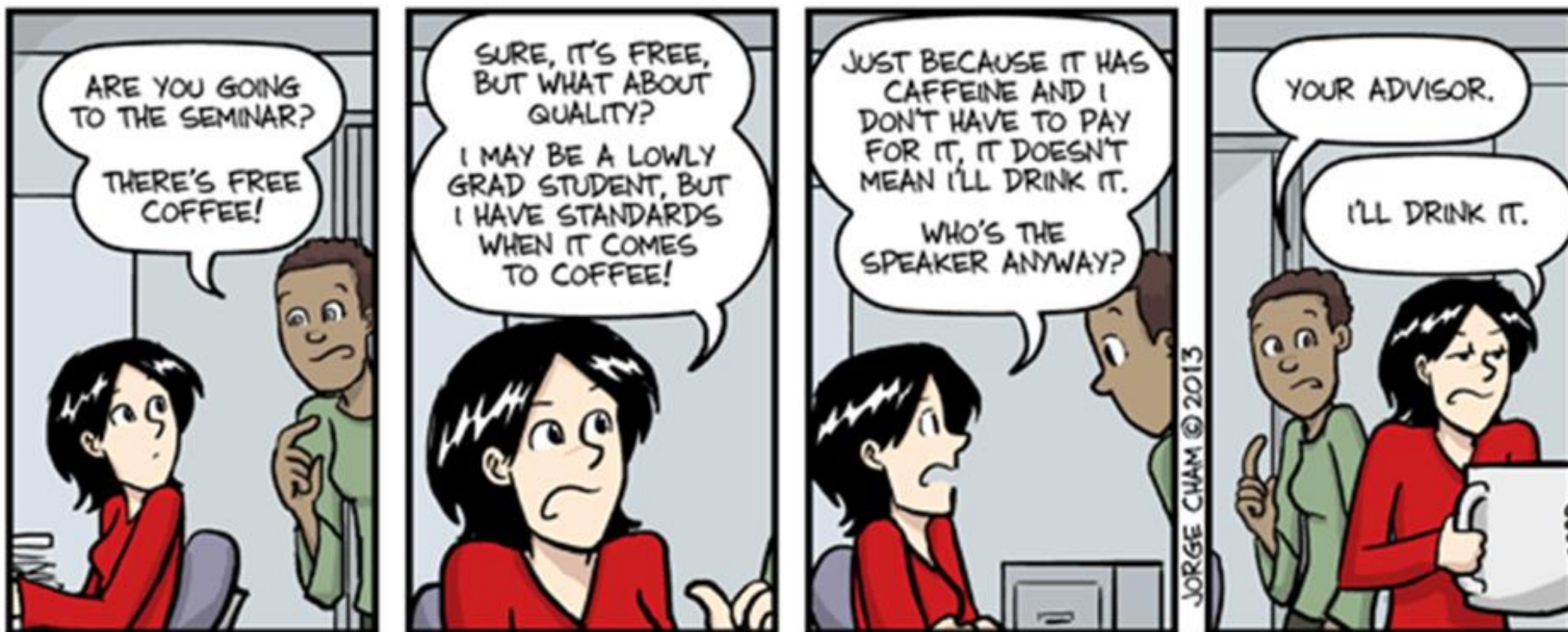
Met with your Supervisors (every two weeks)

Met with your Personal Tutor

Been to coffee/tea in your School

Been to some research seminars in your School/College

Made some friends amongst other PGRs (have you tried PhTea?)



## Your thesis must include:



- An abstract not exceeding 600 words
- A review of literature relevant to the work conducted by the candidate
- A description of the methods used by the candidate to conduct the research
- A description of the results and discussions and conclusions of the research
- A bibliography of sources quoted or referenced in the thesis



# The Thesis

These elements (abstract, literature review, objectives, methods, results, discussions, conclusions and references) must be presented and may include one or more of the following:

- Separate sections/chapters
- Papers ready to be submitted to an academic journal
- Works already published
- Original translation, version or adaptation
- Artefact
- Score
- Portfolio of original works
- Recording or performance
- Exhibition

The thesis must not exceed 50,000 words for a Masters by Research and Professional Doctorate, 60,000 words for an MPhil or 100,000 words for a PhD. These word limits do not include footnotes, bibliography or appendices



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[www.phdcomics.com](http://www.phdcomics.com)



# Oral (Viva voce) Examination



The purpose of the oral examination is to:

Allow the examiners to assure themselves that the thesis is the candidate's own work

Give the candidate an opportunity to defend the thesis and clarify any matters raised by the examiners

Allow the examiners to assess the candidate's general knowledge of the particular area of study

The Examination Board comprises an External Examiner, Internal Examiner and Chair. Note: not your Supervisors!



# Oral (Viva voce) Examination



The examination is based on questions from the examiners

The primary purpose of the examination is to ensure that the thesis is the candidate's own work

The examination will include questions about the thesis and can also include general questions about the subject area

The candidate can consult the thesis during the examination

The examiners may ask candidates to explain in their own words aspects that are described in the thesis.

# What the Examiners are looking for:



The thesis represents a significant contribution to knowledge of the subject by Its originality and/or the exercise of independent critical powers

The thesis is satisfactory as regards presentation, style and structure

The abstract of the thesis is acceptable

In the case of a candidate whose research programme is part of a collaborative group project, the thesis indicates clearly the individual contribution and the extent of the collaboration

# Board of Examiners – Outcomes



Award degree without conditions

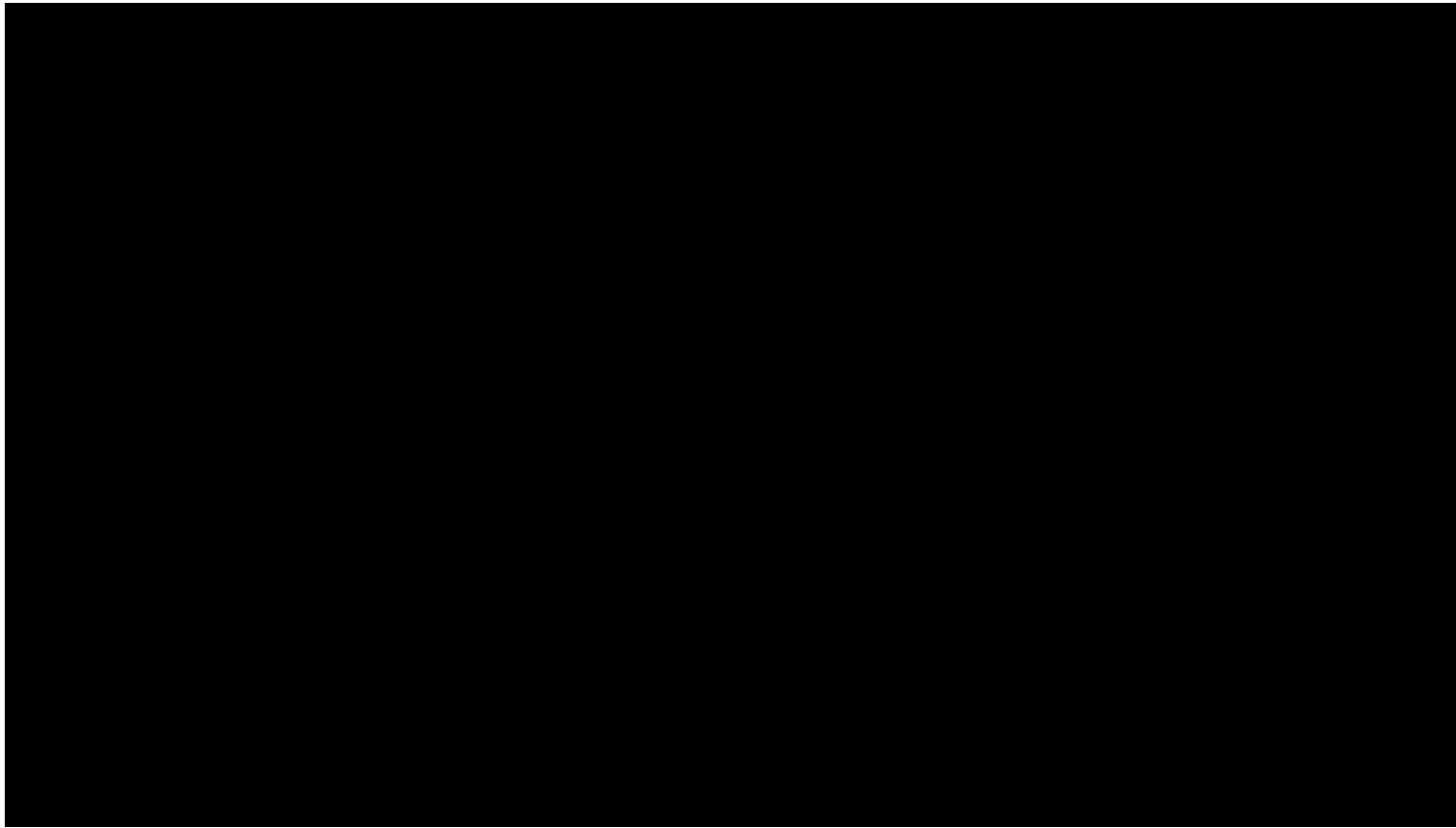
After completing minor corrections within 3 months (2mths Masters by Research)

After completing substantive corrections within 6 months PhD (4 mths Masters by Research)

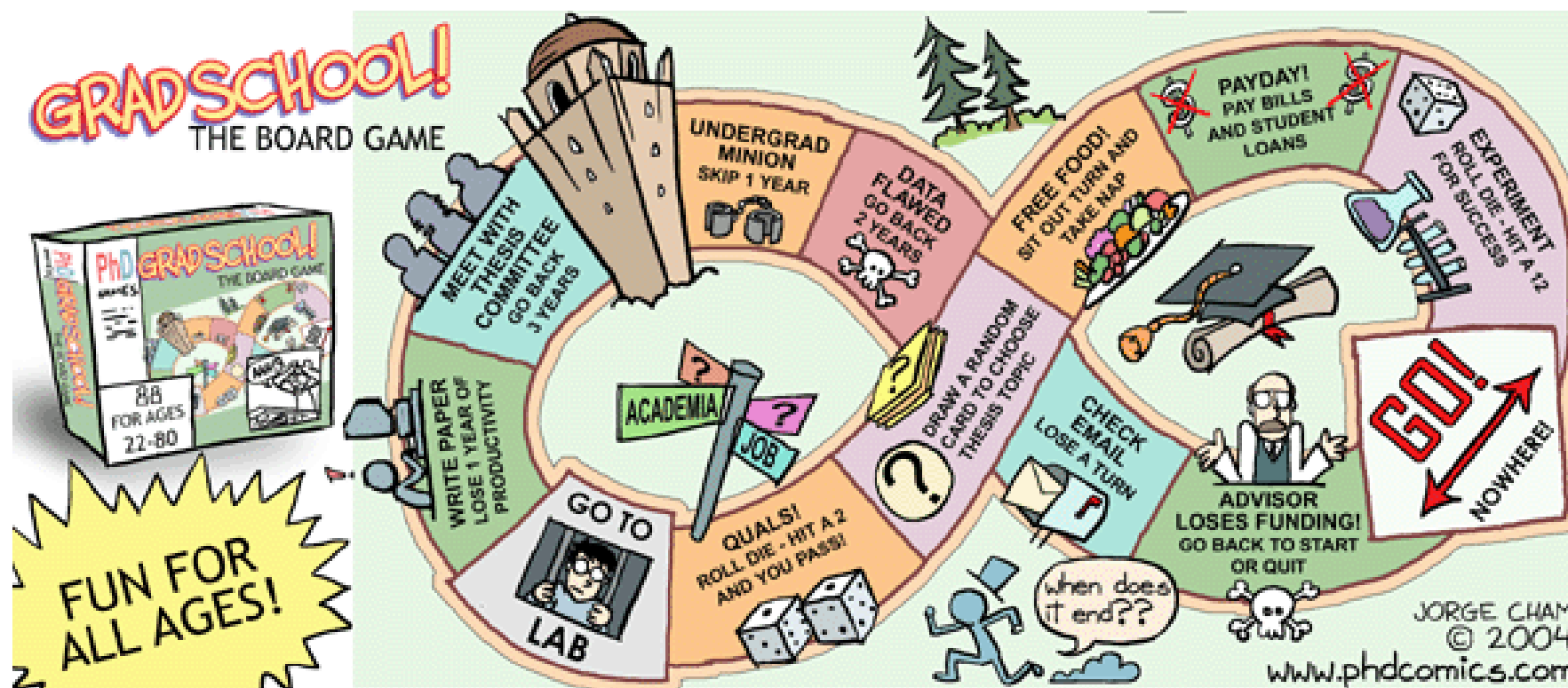
Less favourable outcomes are re-submission (with or without a viva, alternative qualification or no degree awarded, but let's not go there!

An electronic copy of the thesis is submitted post viva to the University Research Repository, PURE

# Your thesis through the medium of dance...



<https://www.sciencemag.org/news/2017/11/announcing-winner-year-s-dance-your-phd-contest>



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**[www.phdcomics.com](http://www.phdcomics.com)**