

Mitigation of significant disruption to PGR students as identified from the Code of Practice for Research Degree Candidature and Supervision 2021/22

This document will be reviewed once significant disruption commences and the scale and scope of the impact becomes apparent.

Area	Timescale and issues	Risk	Mitigation
Admissions	<p>There are no set timescales for staff with regards to processing of applications and making offers.</p> <p>Risk that the academic selector does not respond.</p> <p>FDoGS are required to approve all recommendations for student offers</p>	<p>Low</p> <p>Low</p>	<p>The application will be routed to another academic or a DPD</p> <p>If FDoGS unavailable to approve the recommendation for offer, it should be escalated to either the Chair of PGR QME Subcommittee or the Director of the Doctoral College for action. This action may take the form of approving in their own capacity or nominating an alternative member of academic staff to approve.</p>
Academic Needs Analysis	<p>The Academic Needs Analysis (which includes the Data Management Plan and Ethics review) needs to be completed within three months of a student starting their programme. There are no significant numbers of students at this stage of their candidature.</p>	<p>Low (rising to high if significant disruption is ongoing)</p>	<p>There is a large pool of DPDs across the University and those not partaking in significant disruption should be called upon to sign off reviews.</p> <p>If significant disruption continues throughout October 2022, suggest consideration of an ANA completion audit by the Faculty Graduate School Office to take place in November to ensure no student has been missed.</p>
Supervision	<p>It is good practice for supervisors to meet with their (full-time) students once a month (timings adjusted according for part-time students).</p>	<p>Low</p>	<p>Students have a minimum of two members of academic staff on their supervisory team and thus should be able to meet with one not partaking in significant disruption in most cases. If both supervisor are taking part in significant disruption for a protracted period the Faculty Graduate School Office should contact the student to enquire if they would like an additional academic member of staff added to the supervisory team.</p>

	New supervisory teams and changes to supervisory teams need to be approved by the FDoGS	Low (rising to high if significant disruption ongoing)	If FDoGS is unable to complete this task it should be escalated to either the Chair of PGR QME Subcommittee or the Director of the Doctoral College for action. Active monitoring of outstanding approvals by the Faculty Graduate School Office who will notify the alternative approver of forms which need approval.
Progression Reviews	<p>Progression reviews should be completed within one month of a student's submission of the required documentation.</p> <p>Supervisors are required to nominate assessors</p> <p>Nominated assessors not completing the progression review assessment</p> <p>DPDs (on behalf of the FDoGS where previously agreed) approve all progression review outcomes.</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Students have a minimum of two members of academic staff on their supervisory team and thus a member of that team not partaking in significant disruption should nominate the assessors and schedule the review viva. Consideration will need to be given to lapsed progression reviews should it emerge that all members of the supervisory team were taking part in significant disruption.</p> <p>The review will need to be rescheduled, potentially with new assessors. If appropriate and desired by the student new assessors should be sought.</p> <p>There is a large pool of DPDs within the Faculty and those not partaking in significant disruption should be called upon to approve the outcome of reviews (on behalf of the FDoGS where previously agreed). The FDoGS is also available to provide approval if not partaking in significant disruption.</p>
Nominal Registration	There are no set deadlines with regards to nominal registration. The FDoGS has to approve all requests for transfer to Nominal registration. If these are not approved in a timely manner, the student could be charged fees.	Low	If FDoGS are unable to be complete this task it should be escalated to either the Chair of PGR QME Subcommittee or the Director of the Doctoral College for action. This will require active monitoring and escalation by the Faculty Graduate School offices.

Submission of the thesis	<p>Intention to submit should be done no later than two months prior to the date of submission of the thesis. The supervisor must advise the FGSO if the student submits without their agreement.</p> <p>Approval of a longer-length thesis (either for a discipline as a whole or for an individual student) rests with the FDoGS.</p>	Very low	None
Examination	<p>Within the examination process the FDoGS is required to approve the nomination of examiners (and appointment of an independent chair), the joint report and recommendation, and where amendments to the thesis are required, the supplementary recommendation of the examiners.</p> <p>Viva dates are set. Examiners might not attend.</p> <p>Student should be advised of the outcome of minor amendments within three weeks of their submission and within six weeks for modest amendments.</p> <p>The examiners' independent reports should be submitted in advance of the viva so that they can be shared and discussed by the examiners at their preliminary meeting.</p> <p>Student should be given a copy of the examiners' joint report and recommendation within one month of the date of viva.</p>	<p>Low</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>	<p>If FDoGS is unable to approve, this task should be escalated to either the Chair of PGR QME Subcommittee or the Director of the Doctoral College for action, either for approval in their own capacity or to approach another member of academic staff.</p> <p>Faculty Graduate School Office to contact examiners to ask if they will be attending the viva. Should the examiners not intend to participate the Faculty Graduate School Office should discuss the following options with the student: the viva can be delayed until another date with the same internal; a new internal can be found and the viva rescheduled. Careful communication will need to be had with the student as there is a potential for complaints.</p> <p>Faculty Graduate School Office to follow up with examiners. Student notified of delays.</p> <p>Faculty Graduate School Office to chase examiners who have not submitted their report by the deadline and enquire as to their intention to attend the viva.</p> <p>Faculty Graduate School Office to follow up with examiners. Student to be notified of any delay.</p>

Special Considerations	No direct effect on the special considerations board as it is a large group of academics. FDoGS must approve all SCB recommendations	Low	If FDoGS approval is unable to be completed it should be escalated to either the Chair of PGR QME Subcommittee or the Director of the Doctoral College for action. Given that the Regulations relating to Special Considerations apply to all PGR students, student requests can be considered outside of the Faculty where the student sits.
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The Following details the alternative arrangements for task approval in cases of significant disruption for PGRs.

Role affected by significant disruption	Alternative stand-in	Method for making change
Supervisor 1	Supervisor 2	DPD/FDoGS
Both supervisors	DPD (following discussion with student)	FDoGS
Members of the Special Considerations Board	Co-opt new members onto the Board	FDoGS
DPD	FDoGS	
FDoGS	Chair of PGR QME / Director of the Doctoral College	
Chair of PGR QME / Director of the Doctoral College	Chair of AQSC	

Version	Date	Change
1.0	20-05-2022	Document approved by Director of the Doctoral College and Chair of PGR QME Subcommittee
1.1	24-05-2022	Changes following feedback from Chair of AQSC and Director of the Doctoral College