



Heythrop College

The Specialist Philosophy and Theology College
of the University of London

HEYTHROP COLLEGE
UNIVERSITY OF LONDON

**CODE OF PRACTICE FOR
RESEARCH DEGREES**

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1. Introduction

- 1.1 The purpose of this Code of Practice for Research Degrees is to ensure that all Master of Philosophy, Doctor of Philosophy and practice-based Doctorate in Pastoral Theology (henceforth to be referred to as MPhil, PhD and DPT) students at Heythrop College are effectively supervised so that the full potential of their research may be achieved as rapidly as the nature of their research and other commitments permit. Equally, it is to ensure that the standard of these awards meet the requirements of the national Framework for Higher Education Qualifications (FHEQ).
- 1.2 This Code of Practice was compiled in accordance with Chapter B11 *Research degrees* of the Quality Assurance Agency's *Quality Code* (the QAA Code).
- 1.3 This Code of Practice should be read in conjunction with the College's [Heythrop Regulations for Research Degrees](#) which can be found on the College website, on the Research Staff and Students' pages on [HELIOS](#) and obtained from the Research and Policy Administrator. As Heythrop College offers research degrees of the University of London, the relevant [Ordinances of the University of London](#) apply. In the case of any discrepancy between statements in this Code of Practice and the Heythrop Regulations for Research Degrees and the relevant Ordinances of the University of London the Regulations and Ordinances shall take precedence.
- 1.4 Authority to confer any degree granted by the College in accordance [Regulation 1](#) of the University of London or the [Statutes of Heythrop College](#) rests with the Academic Board of the College.
- 1.5 The Academic Board may revoke any degree granted by the College in accordance with Regulation 1 of the University of London or the Statutes of Heythrop College, if it shall be discovered at any time and proved to the satisfaction of the Academic Board that
 - (a) there was an administrative error in the award made under the procedures required by University of London Regulation 1 or the Heythrop College Statutes; or
 - (b) subsequent to the award, the Academic Board, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification be altered.
- 1.6 Any queries about the Code should be raised with either the research supervisor, the Dean of Research Students, the Director of Research or the Research and Policy Administrator. Contact details for these individuals are available on the College website.

2. College Committees with a responsibility for research students

- 2.1 The College has three Committees with a responsibility for research students:
 - The Research Degrees Monitoring Group, reporting to the Learning, Teaching and Assessment Committee, which has an overview of Annual Reviews and is responsible for monitoring all aspects of research students' supervision and progression.
 - The Learning, Teaching and Assessment Committee, to which the Research Degrees Monitoring Group reports, which has a strategic role in relation to the College's learning, teaching and assessment activities.
 - The Academic Board, to which the Learning, Teaching and Assessment Committee reports, which is the College's senior committee and which has the authority to award degrees.
- 2.2 Further details on the Committees can be obtained from the Research and Policy Administrator.

PART I. AT THE START OF STUDIES

3. Application Process

- 3.1 Potential research degree applicants will find on the Research section of the Heythrop College website, <http://www.heythrop.ac.uk/prospective-students/research-students/how-to-apply.html>:
- an Application Form, which includes a checklist of documents that the applicant must submit, details of minimum entry requirements and guidelines on how to prepare and present a research proposal;
 - staff contact emails and a staff research directory indicating staff research specialisms;
 - English Language requirements;
 - fees information.
- 3.2 Prospective applicants are encouraged to discuss their plans with members of staff who may be suggested as prospective research supervisors in the application if the applicant so desires.
- 3.3 The application process is governed by the College's Equal Opportunities policy.
- 3.4 Application forms should be completed and emailed with all the required documentation to the Research and Policy Administrator at f.hooton@heythrop.ac.uk. Scanned applications sent by email are preferred, but if an applicant has no access to a scanner she/he may send paper copies by post to:

Research and Policy Administrator
Heythrop College
Kensington Square
London W8 5HN
UK

- 3.5 It is the applicant's responsibility, based on the guidelines provided on the web page, to ensure that all the required documentation is included with the application form, and any omissions may result in delay.
- 3.6 **Important information for overseas research students and their supervisors:**
The UK Borders Agency has extremely strict rules regarding the monitoring of attendance of overseas students on Tier 4 visas. We, as a College, are required to ensure that a record is kept of student supervisions and Annual Reviews.

4. Admissions process

- 4.1 Overview
- **Straightforward cases** will be handled by email, all applications circulated by the Research and Policy Administrator on receipt to the Dean of Research Students and Heads of Department;
 - There are clear criteria for acceptance or rejection of applicants. These include qualifications, the academic quality and feasibility of the research proposal, and the capacity of the College to supervise the applicant. The Dean of Research Students will confer with the Head of Department and can make one of the following recommendations:
 - ❖ that (usually in cases where the applicant has completed a Heythrop Master's Degree) the applicant be made an offer without interview;
 - ❖ that the applicant be invited to interview;
 - ❖ that the applicant be invited to produce a more developed research proposal, with support from the College, in which case the Dean of

Research Students may advise the student to discuss the project with a potential supervisor from the College staff and re-apply at a later date;

- ❖ that the application be declined on academic grounds, as the proposal does not fall within a research area covered by the College and/or no suitable supervision can be offered;
 - ❖ that the application be declined on academic grounds as it is unlikely to result in a successful outcome.
- In the case where the applicant is to be interviewed the Research and Policy Administrator will arrange the interview. The interview panel will consist of at least two members of the academic staff of the College. Normally at least one of the interviewers will be a prospective supervisor and one the Head of the Department in which study is to be undertaken (or his/her nominee). If the applicant has already been in contact with another member of staff (who is not a potential supervisor) concerning the research it is advisable to include this person also on the interview Panel.
 - The Panel must include at least one person who has had training in admission of candidates, including interview technique, awareness of equal opportunities and disability issues. Following the interview the Panel makes a recommendation to the Dean of Research Students, who informs the Research and Policy Administrator.
 - The Dean of Research Students and the Head of Department formally appoint a primary and a secondary supervisor for each successful applicant;
 - Once the decision to make a firm offer is confirmed the Research and Policy Administrator sends an offer letter and handles the administration from then onwards, in cooperation with the Head of Student Services, staff of the Student Services Centre and the Finance Office;
 - More complex cases are referred to the next meeting of the Academic Leadership Team (which meets weekly) and on those occasions the Dean of Research Students will be invited to attend;
 - It is within the remit of the Dean of Research Students, normally following consultation with the relevant Head of Department, to identify those applications which fall completely outside the College's minimum requirements, and instruct the Research and Policy Administrator to decline them at an early stage.

4.2 The purposes of the interview

- To decide whether the applicant will be able to benefit from a period of study as a research student and whether they are likely to be successful in achieving a research degree;
- To make a judgement as to whether any forms of support will be required by the applicant. Applicants are strongly encouraged to disclose any issues which may lead to their requiring specific support, including any disability;
- To provide information to the applicant on expectations and responsibilities of research students at Heythrop College;
- To set any conditions for entry, including language competency, which must be met either before or at a specified time after the candidate commences registration.

4.3 The Panel will normally meet first to discuss any areas of concern, and to agree who will write the final report. The applicant is then invited to join the meeting. It is important that the applicant is encouraged to give a full account of his/her proposed research.

4.4 When discussion has concluded and the student has withdrawn, the Panel should agree on what recommendation it wants to make, taking into the minimum entry requirements listed below. The recommendation should normally be either:

- the student may be admitted without conditions;
- the student may be admitted, subject to fulfilment of particular conditions;
- the student is encouraged to re-apply at a later date;
- the student is not admitted and should not reapply.

The report should also outline any conditions of admission, any special initial training the applicant will require, and any issues relating to equal opportunities or the College's responsibilities under disability legislation.

4.5 The usual minimum entry requirements for the MPhil/PhD are:

- a good 2:1 and/or, preferably, an MA with distinction or near distinction (65% or above) in a degree subject related to the proposed research;
- a statement of the proposed research of 1,500-2,000 words, together with a bibliography that demonstrates that the applicant has a clear idea of the body of material from where his/her research results will be drawn, and in the case of empirical research, that the student has a well-formed understanding (albeit initial) of how that research will be conducted;
- two academic references (it is the responsibility of the applicant to ensure that these are provided);
- residence in the United Kingdom, normally within reasonable travelling distance of the College, and with easy access to research libraries and research facilities;
- in the case of part-time students, demonstrable ability to spend a minimum of two and a half working days a week in study;
- an ability to meet the financial requirements of research study;
- a commitment to take part in College research activities.

4.6 The usual minimum entry requirements for the DPT are:

- the candidate should be in full-time or substantially full-time pastoral practice;
- the normal academic requirement is a Master's degree in an appropriate sub-discipline in Theology;
- a full research proposal is not required. However, a general outline and description of the intended area of research and some evidence of a capacity to reflect theologically on that area are expected. This should take the form of a piece of written work of some 1,500 words;
- two academic references (it is the responsibility of the applicant to ensure that these are provided);
- residence in the United Kingdom, normally within reasonable travelling distance of the College, and with easy access to research libraries and research facilities;
- in the case of part-time students, demonstrable ability to spend a minimum of two and a half working days a week in study;
- an ability to meet the financial requirements of research study;
- a commitment to take part in College research activities.

4.7 English Language Requirements for applicants whose first language is not English

Test Type	Total Score:
IELTS (taken within two years of the start of your studies at Heythrop)	6.5 With no less than 6.5 in each of Listening, Speaking, Reading and Writing
TOEFL Internet Based Test (taken within two years of the start of your studies at Heythrop)	92 with no less than 23 in each of Listening, Speaking, Reading and Writing
Pearson Test of English Academic	60 overall with no less than 55 in any component
Cambridge Certificate of Proficiency in English	C (with at least W in each component)
Cambridge Certificate in Advanced English	A (with at least B in each component)
GCSE/IGCSE English	C
International Baccalaureate Standard Level English	4

Successful completion of an academic qualification, at least equivalent to a UK bachelor's degree, which was taught in a majority English-speaking country (as defined by the UK Border Agency)

4.8 Exemptions from the minimum entry requirements will only be considered in exceptional circumstances, on receipt of a request from the applicant setting out clear grounds, and only by the Dean of Research Students in consultation with the Head of Department and the potential supervisors.

4.9 Further criteria of entry include

- that the candidate's previous academic record clearly indicates the candidate's aptitude for research;
- that the College has the necessary resources and personnel to ensure the completion of a successful thesis within a reasonable timescale;
- that the proposed research examines a genuine question, and has the potential to make a genuine and original contribution to the field in which it is being conducted, and that the candidate has a clear view of the viability of the research he/she wishes to undertake;
- that the candidate's expectations of him/herself and the College are realistic, and that he/she has the necessary time and commitment to take part actively in the College's research community;
- that the candidate has the necessary subsidiary skills, or an understanding of what skills he/she will have to acquire (particularly in the area of languages or other areas of knowledge) to complete his/her research successfully.

4.10 In identifying potential supervisors, the Dean of Research Students and Heads of Department will take into consideration, if applicable, an applicant's request for a particular supervisor and/or a member of staff's prior indication that he/she would be

willing to supervise the applicant. The Dean of Research Students, with the relevant Head of Department, must ensure that a potential supervisor exists who is willing to supervise the student for the whole period of his/her study.

- 4.11 The Research and Policy Administrator will assist the Dean of Research Students with all correspondence with applicants including, for example:
- notifying an applicant whose application falls outside the College's requirements that his/her application cannot be considered further;
 - notifying an applicant for whom there is no potential supervisor (including an applicant whose research project is insufficiently well-formed and for whom no-one is available to help develop the proposal), that the College cannot progress the application for this reason;
 - notifying an applicant whose research project is insufficiently well-formed that there is a member of academic staff available to help develop the proposal and put him/her in contact with that person;
 - notifying an applicant who is unsuccessful for any other reason(s) that the application is unsuccessful, and state the reason(s);
 - notifying an applicant for whom an interview Panel has been appointed that the College would like to interview him/her and suggest a time and date for the interview;
 - notifying an applicant whose application has been accepted without interview that he/she has been successful, informing him/her of his/her supervisors' names and whether there are any conditions of acceptance. If conditions are attached to the offer, the candidate must be asked to indicate his/her willingness to accept them on entry into the College.
- 4.9 A member of academic staff who is willing to help an applicant develop a research proposal does so on an entirely voluntary basis. He/she should not envisage extensive contact or intensive help, but rather one or two (at most) meetings to help the applicant clarify his/her proposal. Applicants should be aware that an inability to develop a research proposal may be an indication that they do not, or do not yet, have the aptitude for research. Part of the advice given to them may simply be confirmation of this state of affairs.
- 4.10 An applicant in receipt of an offer, with or without conditions, may hold it for up to one year, beginning study at the commencement of the Michaelmas or Lent term following the offer. An applicant who wishes to extend this must apply to the Research Degrees Monitoring Group, and an extension will never be granted for more than one further year.
- 4.11 The College may qualify a rejection by indicating to an applicant in writing how a future application might be reconsidered. It also has the right to refuse to accept any further applications from an applicant.
- 4.12 Each applicant will be notified in writing of the outcome of his/her application as soon as possible. An applicant may telephone the Dean of Research Students or the Research and Policy Administrator to find out if he/she has been accepted or not, but only the decision may be communicated, there should be no discussion.
- 4.13 Every applicant offered a place to study for the PhD will be registered in the first instance for the degree of MPhil unless he/she already holds an MPhil or MPhil Stud, or exact equivalent, in the actual topic of the research.
- 4.14 An applicant offered a place to study for the DPT will be registered from the start of his/her studies for the DPT.

5. Induction, study skills and student support

- 5.1 At registration, all students receive a copy of this Code of Practice, the Research Student Handbook (for specific information about research and general information about the College), the DPT Student Handbook (if applicable) and the Heythrop Research Training Framework. Updates may be issued by the College from time to time and are available as required. In addition, information for research students will be published on the College website and/or intranet and students should consult the pages regularly.
- 5.2 All research students are required to attend the course of compulsory Research Study Skills sessions run for approximately 6 sessions at the start of the Michaelmas Term, and repeated at the start of the Lent term. A list of dates will be sent to each applicant with his/her offer letter. Students are expected to attend other relevant research skills sessions as agreed with their supervisors. (Information on those offered outside the College, open to Heythrop students, is available on request from the Research and Policy Administrator.) Supervisors will give guidance, as necessary, on what other skills should be developed by each student to support his/her research. A list of Language Centres open to Heythrop students is available in the Research Students' Handbook and the DPT Students' Handbook, or on request from the Research and Policy Administrator.
- 5.3 It is hoped that the relationship between student and supervisor will be one of mutual respect, that the student will feel supported, and that a successful outcome will result. Any problems arising within the relationship should be addressed by either student or primary supervisor at an early stage, on an informal basis, between themselves. If this fails, the Dean of Research Students. Only after these avenues have been explored and informal processes have been exhausted should a student consider availing him/herself of the formal Complaints Procedure (see [27](#) below).
- 5.4 All research students are entitled to use the College's general student support facilities, and these are described in greater detail in the Research Students' Handbook which is given to every student at induction and can be found on the Research Students' page of [HELIOS](#).
- 5.5 Support for research students who disclose additional needs will be offered in line with current disability legislation; again, greater detail is given in the Handbook.

6. Personal and Skills Development Planning

- 6.1 All students should be aware that the College actively encourages students' personal development. This takes place through regular supervision, through the Annual Review process, through opportunities to present their research and receive feedback from staff and fellow students, and through inclusion in a lively research community which offers a rich variety of conferences and seminars. Students are also encouraged to attend Research Student Consultancy meetings (dates will be provided) at which they are given the opportunity to raise issues and see that they are addressed, to express their views and so contribute to the enhancement of their research experience.
- 6.2 For each Annual Review the student will complete a self-assessed Progress Report, a Research Plan and a completed [Research Skills Menu](#) in addition to other written work required at different stages of progression (see further information below). Between Annual Reviews skills support and other development requirements can be discussed at regular supervision meetings with supervisors.

7. Responsibilities of the Student

- 7.1 The College has a duty of care to all its students, and specific members of staff have responsibilities towards research students. However, research students, by registering with the College, acknowledge that they also have various responsibilities and duties. A list of these is set out in [Appendix A](#).
- 8. Criteria for the eligibility and appointment of research supervisors**
- 8.1 It is the responsibility of the relevant Head of Department to recommend suitable supervisors.
- 8.2 At the point of acceptance, research students will be allocated primary and secondary research supervisors.
- 8.3 More than one secondary supervisor may be appointed if considered desirable for the proper supervision of the research project.
- 8.4 Each supervisory team must satisfy the requirements of the QAA Quality Code Chapter B11 Research Degrees (June 2012).
- 8.5 The primary supervisor must be a member of the academic staff of the College. The secondary supervisor need not be a member of the College's academic staff but must be of comparable academic standing.
- 8.6 Secondary supervisors who are not ordinary members of the College's academic staff are paid a standard rate per supervision, set by the College's finance officers in consultation with the Learning, Teaching and Assessment Committee and approved by the College's Finance and General Purposes Committee.
- 8.7 No proposed supervisor within four years of retirement will be appointed as primary supervisor without prior agreement with the Learning, Teaching and Assessment Committee that that individual will continue supervision for the expected duration of the student's registration.
- 8.8 Normally a part-time member of staff will not be appointed as primary supervisor unless on a 0.5 FTE contract or above. Staff on rolling contracts who meet the conditions for supervisors below may be appointed as secondary supervisors if they can reasonably be expected to stay in post for the duration of the student's programme of study.
- 8.9 A Visiting Research Fellow may be appointed as secondary supervisor, but only in tandem with a primary supervisor who is a member of academic staff on a permanent contract.
- 8.10 Members of academic staff who register for research degrees with the College will in all cases have an external secondary supervisor, appointed by the Head of Department, in consultation with the Dean of Research Students.
- 8.11 The primary supervisor will not normally be responsible for more than eight full- or part-time students.
- 8.12 A Supervisor should normally hold a PhD and have at least two years' post-doctoral experience as an active researcher. At least one of the primary and secondary supervisors must be actively engaged in publishing research in the area of research, broadly construed, in which the student proposes to work. If the primary supervisor is not research active during the supervision period he/she must have, and actively maintain, an appropriate level of knowledge of both the subject area and developments in relevant research.
- 8.13 Staff new to supervision should normally serve as secondary supervisors before being appointed as primary supervisors.
- 8.14 A supervisor who has not supervised a student through to successful completion shall be assigned a mentor, who shall be an experienced supervisor. Should the primary supervisor require a mentor, providing mentoring will be part of the role of the

secondary supervisor. If the secondary supervisor requires a mentor, the primary supervisor shall fill this role. If neither the primary nor secondary supervisor has supervised a student through to successful completion a third person, who shall be an experienced supervisor, will be appointed as mentor.

- 8.15 Proposed supervisors must agree to undertake training in research degree supervision, if they have not done so already, and to attend meetings and development sessions for supervisors.

9. The role and responsibilities of the supervisors

- 9.1 The range of responsibilities of the research supervisors is set out in [Appendix B](#).
- 9.2 The precise responsibilities of the secondary supervisor may vary from case to case, and the details should be mutually agreed at the start of supervision and regularly reviewed. It is the responsibility of the primary supervisor to ensure that supervisions are taking place and are properly conducted, that the student is being adequately directed, and that regular supervision reports, annual reports and updated Research Students' Personal Development Plans and Skills Training menus are submitted to the Research and Policy Administrator.

10. Research involving live subjects

- 10.1 Students proposing research projects involving live subjects must apply to the [Ethics Sub-Committee](#) for approval of their projects. The application must be made on the form provided by the Ethics Sub-Committee together with the required accompanying documentation. The application form must be signed by the supervisor, and submitted to the Research and Policy Administrator for onward transmission to the Chair of the Ethics Sub-Committee.
- 10.2 The application for Ethics Sub-Committee approval should be made **a minimum of 10 working days** before the proposed start of the project to allow time for the Committee to consider the proposal and seek advice if required. Proposals cannot commence until the Ethics Sub-Committee has given approval, so it is in the interests of the individual making the proposal to submit an application at the earliest possible date.
- 10.3 Research students' applications for Ethics Sub-Committee approval will normally be considered by the Chair and the Dean of Research Students by correspondence, without the necessity for a meeting of the full Ethics Sub-Committee.
- 10.4 In the case of particularly complex proposals, the Ethics Sub-Committee reserves the right to hold a meeting where all or some of its members meet with the individual making the proposal to receive clarification or to discuss issues of concern, before the Committee makes its decision.
- The Committee will use the [Ethics Sub-Committee Code of Practice](#) as guidance when considering proposals, and assess them on the basis of the principles detailed in that document.
- 10.5 Students wishing to apply for Ethics Sub-Committee approval can obtain the application forms from the Research and Policy Administrator, who is also Secretary to the Ethics Sub-Committee, or download them direct from the Research Students' page on [HELIOS](#). Sample forms can be found at the end of this Handbook.

PART II. DURING THE DEGREE

11. Completion, writing up, submission, and extensions

- 11.1 The College and the University expect research degrees to be completed in the timescales laid down in the [Heythrop Regulations for Research Degrees](#). The times

within which students are ordinarily expected to complete their degrees are laid out in the table below:

Degree	Key Activity	Tuition Fee
PhD FT Yr 1	MPhil initially (except in cases where student already holds MPhil), Probation, 1st Annual Review normally Probation End	Normal FT
PhD FT Yr 2	Research, preparation for Transfer from MPhil to PhD	Normal FT
PhD FT Yr 3	Research continued, completion of research by end of academic year, transfer to writing up	Normal FT
PhD FT Yr 4	Writing up, submission of thesis by end of academic year, appointment of examiners and viva may be in subsequent academic year	Writing up
PhD PT Yr 1	MPhil initially (except in cases where student already holds MPhil), Probation, 1st Annual Review normally Probation End	Normal PT
PhD PT Yr 2	Research	Normal PT
PhD PT Yr 3	Research, preparation for Transfer from MPhil to PhD	Normal PT
PhD PT Yr 4	Research	Normal PT
PhD PT Yr 5	Research continued, completion of research by end of academic year, transfer to writing up	Normal PT
PhD PT Yr 6	Writing up, submission of thesis by end of academic year, appointment of examiners and viva may be in subsequent academic year	Writing up
MPhil FT Yr 1	Probation, 1st Annual Review normally Probation End	Normal FT
MPhil FT Yr 2	Research continued, completion of research by end of academic year, transfer to writing up	Normal FT
MPhil FT Yr 3	Writing up, submission of thesis by end of academic year, appointment of examiners and viva may be in subsequent academic year	Writing up
MPhil PT Yr 1	Probation, 1st Annual Review normally Probation End	Normal PT
MPhil PT Yr 2	Research	Normal PT
MPhil PT Yr 3	Research	Normal PT
MPhil PT Yr 4	Research continued, completion of research by end of academic year, transfer to writing up	Normal PT
MPhil PT Yr 5	Writing up, submission of thesis by end of academic year, appointment of examiners and viva may be in subsequent academic year	Writing up
DPT FT Yr 1	Phases A and B	Normal FT
DPT FT Yr 2	Phases A and B continued, submission of Research Proposal by end of academic year	Normal FT
DPT FT Yr 3	Phase C, research	Normal FT
DPT FT Yr 4	Phase C continued, completion of research by end of academic year, transfer to writing up	Normal FT
DPT FT Yr 5	Writing up, submission of thesis by end of academic year, appointment of examiners and viva may be in subsequent academic year	Writing up
DPT PT Yr 1	Phases A and B	Normal PT

Degree	Key Activity	Tuition Fee
DPT PT Yr 2	Phases A and B continued	Normal PT
DPT PT Yr 3	Phases A and B continued	Normal PT
DPT PT Yr 4	Phases A and B continued, submission of Research Proposal by end of academic year (may be previous year if agreed)	Normal PT
DPT PT Yr 5	Phase C, research	Normal PT
DPT PT Yr 6	Phase C continued	Normal PT
DPT PT Yr 7	Phase C continued, completion of research by end of academic year, transfer to writing up	Normal PT
DPT PT Yr 8	Writing up, submission of thesis by end of academic year, appointment of examiners and viva may be in subsequent academic year	Writing up

- 11.2 A student is expected to make every effort to submit his/her thesis for examination by the completion date. However, if a student is not ready to submit within this time, **the completion date is followed by a 'writing-up' period of up to 12 months**, ending with the **'submission date'**, the date of submitting the thesis for examination. During the writing-up period students are entitled to have access to all College facilities and to **two supervisions**. Supervisors will be required to submit supervision reports, but there will be no Annual Review. The writing-up period cannot be extended beyond 12 months, and the thesis must be submitted within, or at the end of, 12 months.
- 11.3 **Thesis deferral:** in the case of an exceptional change in circumstances¹ students may request a deferral of submission date, using the designated form which is available from the Research and Policy Administrator on request.
- 11.4 Each student will be advised when he/she is enrolled of the expected dates of completion and submission; these dates will be updated if necessary (e.g. in case of suspension of studies or change of mode of study). No student may be registered for more than ten years of total registration (excluding breaks in registration agreed by the Learning, Teaching and Assessment Committee).
- 11.5 It is recommended that the student enter for the exam (i.e. submit the examination Entry form) in the final term of registration for the completion period. An Examination Entry form (if it has not been submitted earlier) must be submitted at the start of the writing-up period, not later than the end of the first month.
- 11.6 If the student intends to enter the writing-up period, he/she needs to complete the Request to Transfer to Writing up form (see [Appendix D](#)), get it approved by his/her supervisor, and submit it to the Research and Policy Administrator. A nominal writing up fee will be charged for the writing-up period.
- 11.7 The student who is nearing **'completion date'** but is not ready to transfer to writing up status, because there is still further research to carry out, may apply to the Research Degrees Monitoring Group for an 'Extension Period' for which they are liable to pay **standard fees**. The Annual Review Panel in the final year may

¹ Exceptional changes in circumstances include, but are not limited to:

- Maternity/Paternity/Adoption, for which College allows leave according to University of London regulations;
- Significant illness or injury;
- Significant illness, injury or death of a near relative or close friend;
- Relationship breakdown;
- Changes in relation to employment (part-time students only);
- Financial and accommodation problems.

recommend to the student that he/she apply for such an extension. Extensions are only granted in exceptional circumstances².

- 11.8 The following are rule-of-thumb guidelines to enable students, supervisors and Annual Review Panels to assess whether a student is ready to transfer to writing up status. Students wishing to transfer to writing-up status must be able to show an Annual Review Panel, with confidence, that:
- The period of original research will come to an end by the start of the next year of registration (October or January, as relevant), and will be replaced by work on consolidation and presentation;
 - The final outline of the thesis has been satisfactorily completed;
 - The main lines of argument of the thesis are clear;
 - The thesis can be completed and submitted within 12 months of the beginning of the next year of registration.
- 11.9 An application for an extension to the research period should be submitted, on the appropriate form, for a specified period up to a maximum of 12 months prior to completion. Requests should be supported by clear reasons which must be agreed with and endorsed by the supervisor. If an extension is granted the Research Degrees Monitoring Group is entitled to rule that a further extension will not be permitted. The Group may ask to see a time plan indicating the steps which the student must complete in order to complete the work within the requested time.

12. Annual Reviews and Personal Development Monitoring

- 12.1 Each research student must successfully undergo a formal Annual Review of his/her progress before being permitted to re-register for the subsequent year of study. (Note: an Annual Review may be substituted by a Transfer from MPhil to PhD Review). The Annual Review normally takes place in the third term of each year of the student's registration.
- 12.2 The Annual Review will not only cover a student's formal Academic progress, but will also include a review of the student's Personal Development. The concept of Personal Development embraces training or support which develops such transferrable skills as will be useful once the formal period of study has been completed. Students are encouraged to reflect on their development in the wider context of employability, and consider, in consultation with their supervisors, how their specific development needs can best be met.
- 12.3 The practical, academic aspect of Personal Development is covered by the Research Skills Training sessions run at the start of the Michaelmas and Lent Terms, and these are compulsory for all research students. They cover the range of skills a student will need in order to plan his/her research, to make effective presentations, to build a bibliography and complete his/her thesis successfully.
- 12.4 What might be termed the 'employability skills' aspect of Personal Development is provided by opportunities to gain teaching and conference-planning experience, or develop the skills required to work as a Tutorial or Research Assistant. The College

² Exceptional changes in circumstances include, but are not limited to:

- Maternity/Paternity/Adoption leave
- Significant illness or injury
- Significant illness, injury or death of a near relative or close friend
- Relationship breakdown
- Changes in relation to employment (part-time students only)
- Financial and accommodation problems

makes these opportunities available to research students and provides Tutorial Assistant training.

- 12.5 The Annual Review scheme is intended to support a student throughout the entire period of study, culminating in the submission of a viable MPhil or PhD thesis. It provides supervisors with the necessary tools to ensure that each student completes his/her course of study within the allotted timescale. The scheme is designed to confirm a student's strengths and to monitor his/her development as well as to identify areas requiring further, perhaps more specialised training and support. The Annual Review and Personal Development reports provide a formal, documented record of the student's progress, and evidence regular assessment, and steady enhancement, of his/her standard of work.
- 12.6 The Annual Review is conducted by a Review Panel comprising the supervisor, the Head of Department or nominee and a representative of the Research Degrees Monitoring Group (who will normally chair the Panel). If the Head of Department is the supervisor, he/she should nominate a second member of the Department for the Panel. There must always be at least three members of staff on a Review Panel. The Chair will write the Annual Review Report on the [standard form](#) and submit it to the Research and Policy Administrator.
- 12.7 Annual Reviews normally take place in the third term of each year of the student's registration and are arranged by the Research and Policy Administrator, on behalf of the Dean of Research Students, in consultation with the supervisor and Review Panel members. Dates should be set well in advance, and all parties to the Review will be fully informed of their roles and the required documentation.
- 12.8 The aim of the Review as regards the research is to provide encouragement and advice to the student and to give him/her the support and guidance required to complete the degree within the agreed timescale. It is an opportunity to confirm students' progress as well as to identify areas where there may be cause for concern and where extra support may be needed. Procedure should include the drawing up of a precise programme of study with deadlines for the following twelve months. The Review is also intended to support supervisors in their task of directing the student's study and research.
- 12.9 The aim of the Review as regards the student's personal development is to reflect upon and update the student's personal progress and development and to update his/her [Research Skills Training menu](#). It provides the student and supervisor with the opportunity respectively to request/recommend specific support or training. Pastoral issues may emerge and should be addressed in the course of the following twelve months.
- 12.10 Before the Review, the supervisor should prepare a **Supervisor's Annual Review Report** which should give details of the number of supervisions over the preceding year, and an assessment of the current state and quality of the student's study or research. This report will be sent to the student after the review. The report should be sent **at least TWO weeks** in advance to the Research and Policy Administrator who will circulate it to the Panel.
- 12.11 Research students must prepare the following documents before the review:
- a **Brief Account** (up to 1,000 words) of the research topic;
 - a **Progress Report** in two sections to include:
 - ❖ [Self-assessment](#) of progress of study/research over the year since the previous Annual Review
 - ❖ an updated [Skills Training Menu](#), including a record of attendance at and contributions to research events;

- a **Research or Study Plan***, indicating what stage his/her work is at, with a timetable indicating the steps to be taken towards completion of the thesis. In the very early stages of research the research plan may not provide close detail in the immediate areas of research, but should provide an outline of the work envisaged for later.

*MPhil/PhD Students will produce a Research Plan. DPT Students in Phases A and B will produce a Study Plan, detailing the taught modules to be covered in the coming year. DPT Students in Phase C will produce a Research Plan, in line with the Research Proposal submitted at the end of Phases A and B.

- 12.12 If the appropriate documentation is not available to the Panel when it meets, the Chair of the Panel has the power to adjourn the Review until he or she is satisfied the documentation as required is in order. In any case, a Review Panel has not completed its work until all the relevant documentation is submitted to the Panel's satisfaction. Failure to submit the documentation could result in the student being refused permission to re-register for the following academic year until the documentation is complete.
- 12.13 The Review Panel will normally meet first to discuss any areas of concern. The student is then invited to join the meeting. The meeting should not normally last more than **20 minutes**, unless it incorporates the end of probation or a transfer of status/phase, or the supervisor has required the student to submit written work. In these cases (and only these cases), assessment of the quality of the student's written work is necessary, and the meeting may last up to 45 minutes.
- 12.14 It is important that supervisor and student are each invited to comment on the Supervisor's Annual Review Report and the written work supplied by the student. The Panel should give clear guidance for progress in the coming year's work, and address areas of concern (if applicable). Where appropriate, attention should be given to the date of completion and nomination of external examiners. The Panel should discuss with the student its likely recommendations and gain the views of the student. It is essential that the student be given every opportunity to contribute fully to the discussion, and the student should be invited at the end to add any comments or discuss any points which he/she feels have not been addressed.
- 12.15 When discussion has concluded and the student has withdrawn the Panel should agree its recommendations to the Research Degrees Monitoring Group. If work is proceeding well and there are no particular areas of concern a simple recommendation that the Research Degrees Monitoring Group accept the report of the Panel will suffice. The Panel should always have in view the way in which its recommendations will assist the student and supervisor to pursue the goals outlined above.
- 12.17 The Chair will complete the [Annual Review form and Report](#). The first section of this, the [Annual Review Form](#), records administrative data and is not sent to the student. The second section, the [Annual Review Report](#), is in three parts:
- ❖ **Part 1** should summarise the discussion and detail areas of concern to the Panel;
 - ❖ **Part 2** should contain reflection on the student's personal progress and training requirements and include the Panel's recommendations;
 - ❖ **Part 3** should note any generic issues arising.
- 12.18 Normally the Research and Policy Administrator will take forward the Annual Review form and Report to the next meeting of the Research Degrees Monitoring Group and, once it has been approved, both the Annual Review Report and the Supervisor's Annual Review Report are forwarded to the student.

13. Probationary period

- 13.1 Continued registration in a research programme will be subject to the student's fulfilling the requirements of a probationary period, which **must not be more than three terms from initial registration** whether the student be full- or part-time.
- 13.2 Normally, the first Annual Review will also be the Review which ends the probationary period. If the Probation Review forms part of the Annual Review, it is set up as part of the usual Annual Review process. If the Probation Review is NOT being conducted as part of the Annual Review it may be initiated either by the Dean of Research Students or by the student, in both cases in consultation with the supervisor. **In such cases, the Probation Review does not normally supplant the Annual Review.**
- 13.3 Before the probation-end Review, the supervisor should prepare a Supervisor's Annual Review Report as for the Annual Review, but **must indicate whether or not he/she recommends that probation end be approved.** In cases where the Annual Review also serves as the probation-end Review the Supervisor's Probation-end Report will replace the Supervisor's Annual Review Report. In cases where the probation-end Review is held separately from the Annual Review a Supervisor's Annual Review Report must be submitted as well.
- 13.4 **MPhil/PhD students** should prepare the same documentation as required for an Annual Review (see Section 12 above) and, in addition, a **sample of written work.** For full-time students this must be between 7,500 and 10,000 words, and for part-time students between 4,000 and 7,500 words. (These word counts include footnotes and bibliography.)
- 13.5 **DPT students** in Phases A and B are not required to produce samples of written work for Probation End.
- 13.6 If the required documentation is not available to the Panel when it meets the Chair of the Panel has the power to adjourn the probationary Review until he or she is satisfied that the documentation is in order.
- 13.7 The Review Panel will normally meet first to discuss any areas of concern, and to agree who will write the final report. The student is then invited to join the meeting. The meeting should not normally last more than **45 minutes.** In all other respects the conduct of a Probation End/Annual Review is exactly the same as for a normal Annual Review (see Section 12 above).
- 13.8 The Panel will recommend one of the following:
- that progress is satisfactory and the probationary period is ended;
 - that progress is not satisfactory, and the student must fulfil certain conditions, to be confirmed by the supervisor **BEFORE** the student is allowed to register for the following year, for the probationary period to end;
 - that progress is not satisfactory, and the student must fulfil certain conditions for the probationary period to end; and a second probationary Review Panel will be convened **BEFORE** the student is allowed to register for the following year;
 - that progress is not satisfactory, and the student is required to withdraw from studies.
- 13.9 If conditions are set, the deadline for those conditions to be met (and, if necessary, for a second probation-end Panel to be convened) will be prior to the date at which the student would register for the following year.
- 13.10 If the first Review Panel is unable to reach a decision it may recommend a second Review Panel. In this case that second Panel must meet no later than the end of the week prior to the start of the term following the previous Panel meeting. The second

Panel will normally recommend either that the probationary period be ended or that the student be required to withdraw. Only in exceptional circumstances may some third course of action be recommended.

- 13.11 If possible, the second Panel will include an academic external to the College. If this is not possible, and the Panel recommend that the student be required to withdraw, the Panel will take an advice from an external academic before making such a recommendation.
- 13.12 If either the first or second Panel requires the student to withdraw, the student has the right of appeal to an Appeals Panel, after submitting a piece of written work and other relevant documentation revised on the basis of advice provided by the first Panel. The Appeal Panel must meet no later than the end of the week prior to the start of the term following the previous Panel meeting.
- 13.15 The student will only be allowed to re-register for the year of study following the probationary year on the basis of a positive recommendation from either the (first or second) Review Panel or Appeals Panel. There is no further level of appeal within the College.
- 14. Transfer of Status from MPhil to PhD or DPT Phases A and B to Phase C**
- 14.1 **PhD students**, except those who have already completed the BPhil, MPhil, MPhil Stud, or equivalent degree, will normally be registered in the first place for the degree of MPhil. If a student intends to proceed to the degree of PhD his/her registration status will be changed following a successful **Transfer of status from MPhil to PhD review**. University Regulations state that this cannot be done before the end of the first year of full-time study, or the end of the second year of part-time study.
- 14.2 **DPT students** completing Phases A and B will transfer to pure research on submission of a completed Research Proposal. This may be at the end of the second year of full-time study, or the end of the third or fourth year of part-time study.
- 14.3 For **PhD students** a Transfer of Status Review **will usually substitute the Annual Review** that year, and will usually take place towards the end of the Lent term of the second year of full-time study or the third year of part-time study. However, a PhD student may apply for the Review to take place earlier than this in consultation with his/her supervisor.
- 14.4 Students who already hold MPhil degrees or equivalent are registered in the first instance for the PhD degree and do not need to transfer. However, if the supervisor considers it advisable, for whatever reason, that the student submits written work and undergoes the equivalent of a Transfer Review that student can be required to do so.
- 14.5 As of Sept 2011 it is normally a **condition of transferring from MPhil to PhD** that the student should have presented a paper, so supervisors should ensure that their students' names are included in the programme for one of the three presentation days, which take place during the year.
- 14.6 For **DPT students** the **Transfer to Phase C Review** will take place in the Summer Term of the second year of full-time study or the third or fourth year of part-time study.
- 14.7 The Panel will comprise the supervisor, the Head of Department or nominee, and a member of the Research Degrees Monitoring Group, who will usually chair the Panel. The Head of Department or nominee must be an experienced supervisor and have experience of past Annual Reviews. It may be appropriate in some cases to invite someone from outside the College to fulfil this role, e.g. if the supervisor anticipates difficulties with the transfer or specialist knowledge is not present among the staff.
- 14.8 The procedure follows that of the Review process, except that **the PhD student** must submit, in addition to the documentation required for an Annual Review (see Section

12 above), a piece of work of around **10,000 words** (including footnotes) **plus a supporting bibliography** (not included in the 10,000 words). **The DPT student** must produce a full **Research Proposal**, 1500-2000 words (including footnotes), plus a bibliography (not included in the 1500-2000 words). The purpose of the piece of work is to demonstrate that the student is functioning at doctoral level, and should therefore be selected and prepared accordingly.

- 14.9 In addition to other recommendations the Transfer of Status Review Panel may make, **a recommendation concerning transfer to PhD/DPT Phase C must be made.**
- 14.10 If the student wishes to submit more than the recommended number of words this **MUST** be agreed with the Chair of the Panel in advance, and the student should explain why, otherwise the Panel may choose to consider only part of the submitted work.
- 14.11 In all other respects the conduct of a Probation End/Annual Review is exactly the same as for a normal Annual Review (see Section 12 above).
- 14.12 When discussion has concluded and the student has withdrawn, the Panel should agree on what recommendation it wants to make to the Research Degrees Monitoring Group. The recommendation should normally be one of the following:
- The student may transfer to PhD/DPT Phase C;
 - The student may reapply for a change of status at a later date (in this case detailed recommendations should be provided on why the transfer has failed on this occasion and what the Panel would expect to be amended or altered in a subsequent submission);
 - The student is not permitted to transfer but may continue as a student on the MPhil programme and enter for the degree of MPhil only (interim awards in the case of DPT students to be confirmed).
- 14.13 The Panel should prepare clear reasons supporting its recommendation, in a form that will enable the student to understand why it has made the recommendation it has.
- 14.14 On the rare occasions that there are sections of the report which do not directly refer to the student and are germane only to the supervisor or the College, these sections might not be copied to the student and should be quite separate from the main body of the report.
- 14.15 The final decision to approve or disallow transfer of status to PhD/DPT Phase C rests with the Research Degrees Monitoring Group. Normally the Dean of Research Students will communicate the decision of the Research Degrees Monitoring Group to the Supervisor.
- 15. Unsatisfactory progress and termination of studies**
- 15.1 Where the standard of a student's work is deemed unsatisfactory either by the Annual Review Panel, the Transfer of Status Panel, or by the supervisor, a Special Panel will be convened on behalf of the Research Degrees Monitoring Group, at the request of the supervisor. The Panel will be made up of three members: the supervisor, the Head of Department or nominee and a representative of the Research Degrees Monitoring Group who must have taken a student through to completion. The Dean of Research Students nominates the Panel members, and they must be approved by the Research Degrees Monitoring Group. With the agreement of the Research Degrees Monitoring Group this third member of the Panel may be an academic subject expert external to the College.
- 15.2 The student will be asked to present his/her research plan together with samples of written work. The Panel may require the student to undertake a particular course of

study, with close oversight by the supervisor, and produce new written work. This may be submitted to the Panel with a new research plan.

- 15.3 If, after proper consideration, the Panel does not believe the student is capable of producing work at a level likely to lead to a successful outcome in examination, the Panel may recommend to Research Degrees Monitoring Group that the students' registration be terminated.

16. Changing mode of studies

- 16.1 It is possible to change the mode of study from **part-time to full-time or from full-time to part-time**. Students who wish to apply for such a change, after consulting their supervisor(s) and receiving their support, need to submit the form for Changing Mode of Studies (see [Appendix D](#)) to the Research and Policy Administrator who will present the request to the Research Degrees Monitoring Group for final approval.
- 16.2 In certain circumstances (eg maternity/paternity/adoption leave, illness, etc) a student may apply for **Suspension of Studies**. An official Suspension/Course Transfer form is available upon request from the Research and Policy Administrator, and should be completed and returned in a timely fashion.
- 16.3 If the student wishes to withdraw from studies he/she must complete the official Withdrawal Form, which is available from the Research and Policy Administrator. **It is essential that he/she complete and return this form promptly**. Tuition fees will then be charged in accordance with the College's liability and refund policy. The Withdrawal Form is available from the Research and Policy Administrator on request.

17. Research environment, events within and external to the College

- 17.1 The College offers research seminar programmes in Theology and Pastoral Studies, and Philosophy. Students are expected to attend and contribute to sessions in their discipline.
- 17.2 The College will, wherever possible, offer research students opportunities to act as Teaching Assistants for undergraduate or MA students. However, the Research Degrees Monitoring Group can prevent a student from taking on teaching if this appears to be interfering with his/her research activities. Any student undertaking teaching/marking will be required to undergo appropriate training, and will be paid according to the College's usual rates.
- 17.3 A research student may also be offered the opportunity to act as a research assistant for a member of staff. Any student undertaking such work will be paid according to the College's usual rates.
- 17.4 Research students will not normally be permitted to spend more than an average of 6 hours contact time per week (200 hours per annum) in teaching and/or working as research assistants.
- 17.5 Research students are encouraged to present papers at conferences, and may apply for financial assistance to attend conferences if they are making a presentation. A student wishing to apply for funding for this purpose should complete the appropriate form (available in [Appendix D](#)), get it signed by his/her supervisor, and submit it to the Research and Policy Administrator for onward transmission to the Director of Research for approval.
- 17.6 Students are encouraged to attend events outside College. There is an extensive programme of seminars, colloquia, study days and conferences offered by the collegiate colleges of the University of London and a list may be accessed here: [University of London Events](#). In addition event notifications are received periodically and will be circulated to research students by the Research and Policy Administrator.

17.7 The London University School of Advanced Studies has an excellent programme of research and training events, which can be accessed here: [U of L School of Advanced Studies](#).

18. Student representation

18.1 The College wishes to ensure that all students are able to raise issues of concern and receive feedback on the way in which the College has addressed such matters.

18.2 Individually, students are encouraged to raise issues with their supervisors or, if circumstances render that choice inappropriate, with the Dean of Research Students.

18.3 Formal methods of student evaluation and feedback are as follows:

- students will be invited to raise issues during Annual Review Meetings and at the termly Research Consultation meeting;
- a student evaluation exercise will be undertaken each academic year by means of a questionnaire;
- generic issues raised by students will be considered by the Research Degrees Monitoring Group and, if necessary, referred to the Learning, Teaching and Assessment Committee, who must respond at the latest in the following academic year;
- as issues arise, the College may ask students for their views on particular matters, usually by email, and students are encouraged to participate in such consultations;
- student representation on a number of College Committees and Liaison Groups.

19. Off-Campus study

19.1 Research students are expected to live within reasonable travelling distance of the College and fulfil normal attendance requirements as regards supervisory meetings, regular and special seminars and presentation days.

19.2 Research students who need to undertake fieldwork at a significant distance from the College, including outside the United Kingdom, must seek permission from the Research Degrees Monitoring Group for a leave of absence. The application must be supported by the supervisor, and must indicate the way in which the work undertaken the leave of absence will contribute to the fulfilment of the research plan. It may be necessary for the student to complete a Risk Assessment form and obtain approval from the Ethics Sub-Committee, and forms for this purpose are available from the Research and Policy Administrator.

19.3 Applications to study away from College should be addressed to the Dean of Research Students, copied to the Research and Policy Administrator, and must be endorsed by the supervisor. If permission is granted, the procedures for supervision and the monitoring and review of progress remain unchanged whilst the student is away, as do the roles and responsibilities of supervisors and students. If an Annual Review is impractical because of distance it should be arranged as soon as possible upon the student's return.

20. Collaborative work

20.1 Research students of the College are not expected to undertake work in collaboration with external organisations such as research councils and industrial/commercial organisations. The College's quality assurance procedures do not, therefore, cover such agreements.

21. Plagiarism

- 21.1 Research students are reminded that all work submitted must be expressed in their own words and incorporate their own ideas and judgements, in accordance with the guidelines on Plagiarism in the [Heythrop Regulations for Research Degrees](#), which may be found on the main College website or on the Research Students' page on [HELIOS](#).
- 21.2 The College and the University take seriously any plagiarism or fraud. If the supervisor or other staff, such as an examination Panel, suspect any work of demonstrating plagiarism or fraud, this must be reported to the Research Degrees Monitoring Group, via the Dean of Research Students, immediately.

22. Word limits and extensions

- 22.1 The maximum number of words permitted for is 100,000 words for a PhD Thesis, and 60,000 words for a MPhil or DPT thesis. These word limits include footnotes, but are exclusive of appendices and bibliographies. Students are reminded that theses that fall well below the maximum word limit are frequently successfully defended.
- 22.2 There is no minimum number of words specified. If a candidate is concerned about the length of his/her thesis he/she should seek advice from his/her supervisor.
- 22.3 Students are advised that It is essential that a thesis be written in accordance with a Style Guide, which will ensure that page layout and numbering, referencing, footnotes and indexing are consistent. Supervisors will advise on this. Style Guides can be downloaded from the web, or students may wish to avail themselves of the *Heythrop Style Guide* (sbased on the *MHRA Style Guide*). The *Heythrop Style Guide* is accessible on HELIOS and available on request from the Research and Policy Administrator.
- 22.4 Students seeking to apply for extensions to word limits are asked to complete the request form available from the Research and Policy Administrator or from the *Heythrop Regulations for Research Degrees* on HELIOS. The form should be submitted to the Research and Policy Administrator for onward transmission to the Research Degrees Monitoring Group. A request for an extension will not be considered without the clear support of the supervisor.

23. Special applications

- 23.1 Requests for special applications with respect to the *Regulations* and the University's *Ordinances* will be considered in the first instance by the Research Degrees Monitoring Group. Students should discuss any circumstances regarding such an application with their supervisor in the first instance.

PART III. AT THE END

24. Examination registration, submission and notification of results

- 24.1 Students are required to register for the viva-voce examination, in consultation with their supervisors, no earlier than six months before the completion date and by the end of the first month of the writing up period at the latest. It is recommended that registration take place during the third term of the final year of the completion period. Registration is effected by the submission of the Examination Entry form which can be found on the Research Students' page of [HELIOS](#) or requested from the Research and Policy Administrator. **Examination Entry forms are valid for 18 months from the date of submission.**
- 24.2 Please note that the **names** that the student enters in the Examination Entry form must be as they appear on the College's records at the time the form is submitted. Unless the College is informed otherwise these will be the names **printed in the thesis and the diploma**. If a student's name changes the Research and Policy Administrator must be informed immediately and documentary proof provided, such

as a marriage or divorce certificate, so that the College's records can be updated in good time.

- 24.3 A student may request that his/her supervisor attend the viva if so desired. Provision is made for this on the Examination Entry form.
- 24.4 It is the responsibility of the supervisor to nominate examiners for appointment as described in above, and to inform the candidate of the College's requirements. The Dean of Research Students will inform the supervisor and student of the appointment of examiners.
- 24.5 It is the responsibility of the supervisor to inform the Dean of Research Students and the Research and Policy Administrator about the expected date of thesis submission and the date of the viva voce examination, which the supervisor should agree directly with the examiners and the student. A viva should normally take place within three months of submission of the thesis.
- 24.6 **Students should consult the *Heythrop Regulations for Research Degrees regarding the particulars of submission***, and will be fully assisted by the Research and Policy Administrator who will send them the paperwork, the supplementary *Research Thesis Guidelines*, and the *Heythrop Style Guide*.
- 24.7 Students must make every effort to correct errors before submission. It is not the task of Examiners to act as editors and/or proof-readers of a thesis.
- 24.8 Examiners' preliminary and final reports are submitted to the Research and Policy Administrator and forwarded to the Dean of Research Students. Examiners' final reports are taken forward for consideration by the Learning, Teaching and Assessment Committee and the appropriate Head of Department as regards any generic issues arising.
- 24.9 If the student and/or supervisor are informed by the examiners of the outcome of the viva, they should inform the Dean of Research Students directly.
- 24.10 The student receives formal notification of his/her result from the Dean of Research Students or his/her delegate, normally within one calendar month from the viva.
- 24.11 The Research Degrees Monitoring Group retains responsibility for any candidate whose thesis is referred, until such time as the thesis is re-examined. For referred theses, see [Point 26](#) below.
- 24.12 In the case of a failed thesis, the supervisor will provide a brief explanatory report to the Research Degrees Monitoring Group, commenting on the examiners' reports.
- 24.13 The possible outcomes of an examination are detailed in the *Heythrop Regulations for Research Degrees*.

25. Examiners

- 25.1 It is the responsibility of the College to appoint research degree examiners and oversee the conduct of the examination of research degrees.
- 25.2 Directions for the appointment of examiners, the conduct of examinations and the range of possible outcomes of a research examination are detailed in the *Heythrop Regulations for Research Degrees*.

26. Referrals

- 26.1 In the case where the examiners find that the thesis requires substantial re-working the student will be referred for a period of 12 (for MPhil Stud and DPT) and 18 months (for PhD). The Research and Policy Administrator writes to the student instructing him/her to re-register, and giving details of the fee payable for the referral period. A report is required from the supervisor at the start of the referral period including the following:

- an outline of any circumstances that may have led to the need for referral including any generic issues that may have arisen;
- an account of how the student will be supported and progress monitored whilst the thesis is being revised;
- a strategy for responding to the examiners' recommendations.

This report will be passed to the Dean of Research Students and the Research and Policy Administrator and kept on file.

- 26.2 Referred students will not be required to attend Annual Review.
- 26.3 If a supervisor declines to continue supervision that will be addressed on a case-by-case basis.
- 26.4 The College will support Tier 4 visa applications for referred students according to UKBA directions, the key consideration being that regular supervisions take place and reports are submitted to the Research and Policy Administrator for retention on file.

27. Complaints procedure

- 27.1 There shall be no disciplinary or otherwise adverse implications for a student who makes a complaint or allegation providing the student acts in good faith, within the law and in accordance with established procedures, and not vexatiously or with malice. Victimisation of a complainant and deterring anyone from making a complaint are serious disciplinary offences.
- 27.2 The College has a two-stage Complaints procedure relating to research student matters:
- 27.3 Informal stage:
- i) If a student has a complaint relating to supervision or any other issue the student should initially raise this informally with the member of staff concerned. If the student feels unable to contact the member of staff directly, they should consult the Dean of Research Students.
 - ii) If the matter cannot be resolved at this stage, the Dean of Research Students should receive informal notification. If the issue relates to the Dean of Research Students the matter should be referred to the Director of Learning, Teaching and Assessment, and if to the Director of Learning, Teaching and Assessment or the Principal to another member of the Research Degrees Monitoring Group. The member of staff to whom the complaint has been referred will investigate the matter and will keep an informal record, including a note on how the matter has been resolved, and this will be held on file.
 - iii) If the matter cannot be resolved satisfactorily on an informal basis the matter should progress to the stage of a formal complaint.
- 27.4 Formal stage:
- i) The student should make a formal complaint to the Dean of Research Students who will refer it to the Research Degrees Monitoring Group and notify the Principal, for information, that a formal complaint has been received.
 - ii) If the Research Degrees Monitoring Group believes that the complaint has already been fairly considered, or is trivial, it will recommend to the Principal that the complaint be dismissed.
- 27.5 If the Research Degrees Monitoring Group believes that the complaint has substance and that it has not already been addressed adequately, it can refer the matter to the

full College complaints procedure (see *Heythrop College Regulations*, Section entitled [Student Complaints](#)).

28 Change of supervisor

- 28.1 It is quite reasonable for a student to request, through the Research Degrees Monitoring Group, a change of supervisor, with the proviso that while the College will do all it can to ensure it has resources available to provide an alternative, this cannot be guaranteed. The Research Degrees Monitoring Group must agree any changes to supervision arrangements for any student.

29. Research Examination Appeals Procedure

- 29.1 The College has a procedure for consideration of appeals by candidates for research degrees. This can be found on the Research Students' and Staff Research pages of [HELIOS](#) or requested from the Research and Policy Administrator.

30. Student data

- 30.1 Student data will be stored and used in accordance with current legislation, and will remain confidential within the terms of such legislation, only being used by those members of staff of the College or University who need such information to undertake their proper duties. Overviews, including statistical evidence, relating to research students will be considered by College and University committees, and submitted to external bodies in line with prevailing requirements, but individual students will not be identified in such overviews.
- 30.2 Students who wish to obtain more information on the College's information policy and data storage should contact the Head of Student Services. Contact details are on the College website.

Appendix A - Roles and Responsibilities of Research Students

The following are the normal roles and responsibilities of research students, applicable to the course of study as a whole. At times, owing to individual circumstances, students may not be able to fulfil all roles and responsibilities. If and when this applies, students should discuss the situation with their supervisors, or if they prefer, with the Dean of Research Students.

A research student's responsibilities are:

- a) to attend the College Induction Day for research students or, if unable to do so, to make alternative arrangements in liaison with Research and Policy Administrator;
- b) to carry out his/her research effectively, to an adequate standard and within the prescribed periods of study;
- c) to attend the compulsory Research Study Skills Training sessions run at the start of the Michaelmas Term and the Lent Term, in Yr 1 and in later years if not already attended;
- d) to contribute to the research culture of the college, e.g. through attending and contributing to research seminars, presentation days, the Annual Postgraduate Research Conference, and other research-related events;
- e) to draw up and to follow an initial study and or research plan and timetable, in consultation and agreement with the supervisor;
- f) to agree and keep to a timetable for regular meetings with his/her supervisor at least twice a term in the case of full-time or the equivalent in the case of part-time students;
- g) to submit written work regularly to the supervisor for comment and discussion. A student will normally prepare a new piece of written work for each meeting with his/her supervisor;
- h) to collaborate fully with Annual Review and Personal Development Planning in such a way as to ensure that realistic and timed plans are worked out, agreed and adhered to for the following twelve months of study;
- i) to maintain the progress of study and research in accordance with agreed plans and timetables;
- j) to keep his/her primary supervisor, or in the case of the primary supervisor's absence the secondary supervisor, informed of any issues which might affect progress;
- k) to apply for permission to suspend study, where special circumstances necessitate an interruption of study for a period of more than six weeks (or part time equivalent);
- l) in the case of off-campus study, to maintain contact with the College and supervisor(s);
- m) to inform the Dean of Research Students, if he/she feels that the issues are sensitive and prefers not to inform his/her supervisor(s), of any non-academic issues which are having an impact on his/her progress;
- n) to respond to student evaluation exercises as requested by the Research and Policy Administrator or other administrative officers of the College;
- o) to attend the three termly Research Students Consultancy meetings.

Appendix B - Roles and Responsibilities of Research Supervisors

This list of roles and responsibilities should be understood with the caveat that research students may temporarily, owing to individual circumstances, not be able to fulfil all their roles and responsibilities. Supervisors are expected, therefore, to exercise judgment and pastoral care in what they require of students who are in such a position.

Research Students are **required to meet with their supervisors at least twice a term** in the case of full time students or the equivalent for part time students. Most supervisors expect their students to hand in written work before each meeting.

The responsibilities of a research supervisor are:

- a) upon being first appointed as a supervisor, to undertake a training session to inform him/herself of Heythrop College statutory requirements, equal opportunities and disability issues, research skills training issues and College and University regulations and procedures;
- b) to attend further staff development sessions and Research Supervisors' meetings with the Dean of Research Students as identified to support his/her role;
- c) to maintain an appropriate level of knowledge of the area of research, broadly construed, in which the student is working;
- d) to advise and assist the student in developing his/her initial research and personal development plans; it is the particular responsibility of the supervisor to ensure that the topic chosen for research is sufficiently well-defined to enable completion in accordance with the timescales agreed;
- e) to guide the student on any adjustment to the study or research plan agreed at an early stage or at an Annual Review/Personal Development meeting.
- f) to establish a timetable for regular meetings with the student at which all matters relating to the student's study/research work/personal progress can be discussed. A meeting should include confirmation of the date for the next and subsequent meetings and these should be recorded in the supervisor's report;
- g) to ensure that a report on each supervision meeting is submitted to the Research and Policy Administrator in a timely fashion for retention on the student's file;
- h) to report to the Research Degrees Monitoring Group (via the Research and Policy Administrator) any circumstances which could impede the progress of the student in keeping to the timetable agreed;
- i) to ensure that the student regularly produces written work and to comment on that work fully and constructively;
- j) to provide prompt, full and constructive criticism on draft written work submitted by the student;
- k) to inform the student if his/her work falls below the required standard, and to initiate the procedures set out in the case of unsatisfactory progress;
- l) to be available to the student at the appropriate times when he/she needs support or advice;
- m) to make satisfactory arrangements (in agreement with the Head of Department) for supervision of students when he/she is on sabbatical or research leave;
- n) to consult the Dean of Research Students on any need to find a replacement supervisor in the event of absence that might otherwise delay the progress of the student;
- o) to advise students on consulting other academic experts or specialists who can support the research, where this is desirable for the progress of the research;

- p) to inform the student about research aids, such as specialist library facilities, software, research seminars/conferences within or external to the College;
- q) to advise the student on any other additional study, such as achieving proficiency in a foreign language, needed to support the research;
- r) to ensure that the student is aware of the generic skills required to carry out competent, independent research, to draw his/her attention to training opportunities both within and external to the College and to monitor his/her progress in acquiring and putting into practice these skills;
- s) to make the student aware of academic conferences, attendance at which could support the student's research, or at which the student could present a paper;
- t) to raise and discuss with the student any issues relating to the student's attendance at College research activities;
- u) to discuss with the student opportunities to apply for such research assistantships or teaching positions as may be available;
- v) to play a key role in the Annual Review process, to pay particular attention to helping students prepare for Annual Review and to send Supervisor's Annual Review reports to the Research and Policy Administrator in a timely fashion;
- w) to advise, inform and assist the student in transfer of status from MPhil to PhD or from DPT Phases A and B to Phase C;
- x) when the student nears completion, to nominate examiners and ensure that the student submits the Examination Entry Form for the MPhil or PhD examination in good time and in accordance with College requirements.

Appendix C - Roles and responsibilities of other members of staff in relation to research students

Head of Department

- a) to be consulted by the Dean of Research Students on the admission of research students;
- b) to be consulted by the Dean of Research Students on the appointment and replacement of research supervisors;
- c) to ensure that staff acting as research supervisors are supported adequately so that their overall workload and range of responsibilities do not threaten the quality of the supervision they offer;
- d) to ensure the provision and organisation of research seminars within the Department;
- e) to ensure that Research Students receive strong support and encouragement within their departments;
- f) to consider the availability and suitability of research students when considering the appointment of tutorial assistants.

Dean of Research Students

- a) to maintain oversight of College's arrangements for assuring the quality of research degree programmes, the implementation and practice of the College's *Code of Practice for Research Degrees*, and their alignment with the QAA Quality Code and with best practice within and beyond the University;
- b) to implement the requirements for the training and continuing professional development of research degree supervisors;
- c) to have overall responsibility for research students and the development of academic programmes in consultation with Heads of Department;
- d) to have an overview of the admissions process, to receive research students' applications and in consultation with Heads of Department to recommend the appointment of supervisors;
- e) to respond to enquiries of an academic nature from individual students;
- f) to initiate induction and study skills programmes for research students;
- g) to Chair the Research Degrees Monitoring Group;
- h) to have an overview of students' progression and of all matters related to examination and submission of theses;
 - i) to advise the student on matters other than research, including problems with supervision, his/her overall pattern of study, or on personal issues;
 - j) to refer the student to more specialist forms of support within the College as appropriate;
- k) to maintain regular contact with Heads of Department, members of staff responsible for research seminar programmes, research supervisors and the Research and Policy Administrator on all matters related to research students;
- l) to have an overview of the three Research Presentation Days per year and the annual Postgraduate Research Conference.
- m) to receive formal complaints from students and refer them to the Research Degrees Monitoring Group.

Research and Policy Administrator

- a) to act as first port of call for all administrative queries relating to research students, to provide advice and support to research students as regards administrative matters;
- b) to ensure that the administration of research degrees is carried out in accordance with College Policy;
- c) to maintain an overview of all administrative procedures relating to research students and to recommend innovations and improvements to procedure when appropriate;
- d) to be responsible for the admissions procedure from first contact to offer/decline of a place, liaising closely with and supporting the Dean of Research Students;
- e) to draw up an Annual Review calendar, to arrange Annual Review Panels, to receive Annual Review documentation and ensure its secure storage;
- f) to be responsible for the administration of probation-end, transfer from MPhil to PhD and DPT Phases A and B to Phase C, and transfer to writing-up procedures
- g) to organise induction and study skills training sessions for research students in consultation with the Research Degrees Coordinator;
- h) to coordinate the examination procedure, arrange vivas, advise and support students with examination paperwork and be responsible for the administration of all matters related to research examinations, to receive theses for onward transmission to the Library, to notify Student Services Student Services and Academic Board of the outcome of examinations;
- i) to receive final Examination Reports for onward transmission to the Dean of Research Students and the Learning, Teaching and Assessment Committee;
- j) to maintain regular contact with staff responsible for research seminar programmes and research supervisors on matters related to research students, to send regular information and updates about research events to research students;
- k) to maintain updated handbooks and web pages for research students;
- l) to report to the Research Degrees Monitoring Group any individual student issues including the recommendations of Annual Review Panels, applications for examination, requests for changes in mode of study;
- m) to monitor statistical returns on research students, in liaison with the Database Administrator;
- n) to organise Supervisors' Meetings, Research Student Consultation meetings/social events;
- o) to act as Committee Secretary to the Research Committee and the Research Degrees Monitoring Group.

Appendix D - Forms



Research Students' Self-Assessed Progress Report and Training Menu For Annual Reviews

PROGRESS REPORT (*Free text*)

TRAINING MENU

Student's Name:

Year of Study:

Please tick or place an x in the boxes by the events/training sessions etc you have attended in the past year. You are invited add at the bottom any further skills, training or other support you require:

MODULES TO BE ATTENDED (DPT Students only)

SUBJECT SPECIFIC RESEARCH SEMINARS/EVENTS

- Philosophy Research Seminars
- Philosophy Research Students Seminars
- Theology and Pastoral/Social Studies Seminars
- Philosophy Society seminars
- Centre for Philosophy of Religion events
- Centre for Christianity and Interreligious Dialogue events
- Centre for Eastern Christianity events
- Heythrop Institute Religion and Society events
- Institute for Religious Life events

SUBJECT SPECIFIC AND TRANSFERABLE SKILLS

Induction (as applicable)

- Introduction to the College, Research Programmes and Research Environment
- Induction
- IT Induction
- Library Induction

RESEARCH STUDY SKILLS (as applicable)

- Research Supervisions
- Research Study Skills Training 1, Library; making intelligent use of HELIOS, Nadeem Ahmad (compulsory for all new research students)
- Research Study Skills Training 2, Finding and collecting data, Martin Poulson (compulsory for all new research students)
- Research Study Skills Training 3, Organising material and bibliography building, Marthe Kerkwijk (compulsory for all new research students)
- Research Study Skills Training 4, Project and time management, Tom Crowther (compulsory for all new research students)

- Research Study Skills Training 5, Academic Writing, Tom Crowther (compulsory for all new research students)
- Research Study Skills Training 6, Building a research project, Michael Barnes (compulsory for all new research students)
- Research Study Skills Training 7, Supervision, Michael Barnes (compulsory for all new research students)
- Research Study Skills Training 8, 'Getting to the Viva on time', Michael Barnes (compulsory for all new research students)
- Research Study Skills Training 9, topic to be confirmed, Michael Barnes (compulsory for all new research students)
- How to reflect on your personal progress
- How to get your work published
- Theol/PSS Research Presentation Days
- Feedback on oral communication skills
- Language classes (please specify the language)
- Presentation Days and PG/Research Conference
- The Good Supervision Video
- The Good Doctorate Video
- The Good Presentation Video
- The Good Upgrade Video

FURTHER SKILLS, TRAINING OR OTHER SUPPORT YOU WOULD LIKE TO RECEIVE IF IT CAN BE PROVIDED

ANY FURTHER COMMENTS

--



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Research Student Supervision Form

Student's name:

Supervisor's name:

Date of this meeting:

Student ID:

Was written work discussed?

Yes

No

Are there any issues which need to be addressed at this stage?

Date of next meeting:

Supervisor's signature:

*Please note: completed form must be returned to **Frith Hooton, Research and Policy Administrator, f.hooton@heythrop.ac.uk**, not later than 14 days from date of the supervision.*



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Annual Review Form and Report

(This section to be completed by admin)

STUDENT NAME

Registered for:
Mode of study:
Year of Study:
Projected Completion Date:
Type of Review:

PANEL MEMBERS

Chair:
Supervisor:
Head of Dept (or rep):
Date of Review:

Paperwork Check list *(please tick as appropriate)*

(This section to be completed by the Panel)

Brief Account of Research Topic
Student's Progress Report
Skills Training menu
Research Plan for coming year
Written work for Probation end
Application form for Transfer to PhD
Written work for Transfer to PhD
Supervisor's Report
Previous Annual Review Report

Number of supervisions which have taken place in course of year:

If any paperwork is missing, please indicate deadline agreed for their submission to the Dean of Research Students:

If the answer to any of the following questions is 'No', please comment in the Annual Report *(please select)*

For students applying for end of probation:

Does the Panel recommend ending probation? **Yes** **No**

For students applying for transfer from MPhil to PhD:

Does the Panel recommend transfer to PhD status? **Yes** **No**

For students who are close to the thesis submission date

Is the projected date realistic? **Yes** **No**

Has the issue of possible examiners been discussed? **Yes** **No**

If the answer to any of the following questions is 'No', please comment in the Annual Report, including relevant recommendations for supporting the student.

Are supervisor and student agreed that meetings are at right frequency?

Yes No

Have the 1st and 2nd supervisors been in contact prior to the Annual Review?

Yes No

Is the student giving enough time to research?

Yes No

Is the student's progress over the year satisfactory?

Yes No

Is the student attending research seminars organized by the College?

Yes No

Has the student attended relevant study skills sessions during the year?

Yes No

If written work has been submitted: Is the student's work adequate to the degree for which he/she is registered?

Yes No

In discussion with the student does the Panel identify a need for the development of study skills? If 'yes', please comment in the report.

Yes No

Please set out your report, for onward transmission to the student, under the three headings in the Annual Report form below.



**HEYTHROP COLLEGE
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Annual Review Report

To be passed to student following Research Degrees Sub-Committee approval

(This section to be completed by admin)

STUDENT NAME

Registered for:

Mode of study:

Year of Study:

Projected Completion Date:

Type of Review:

(This section to be completed by the Panel)

PART 1

Summary of discussion and areas of concern

PART 2

Reflections on the student's personal progress, training requirements, and any other concerns. Panel's recommendations.

PART 3

Generic issues for the College, recommended or for further development, which can be used for enhancement purposes.



Ethics Sub-Committee approval – Application form

(Please note that there are three sections to this application form, Form EC1, the Guidelines on information to be supplied to participants, and Form EC2. Please scroll down to locate these.)

RESEARCH PROPOSAL

(Boxes will expand as text is entered)

Please note that this application must be submitted, with accompanying documentation (see below) at least 10 working days before the research is due to commence.

Name of researcher:

Purpose of the research (ie to prepare for your end-of-year essay, your dissertation, or other):

Start date:

End date:

Important: please note that your proposal MUST be submitted at least 14 working days before the start date of your project, to allow due time for assessment and processing.

Staff
Research student
MA student
UG student

Department: (staff)

Programme: (student)

Email:

Phone:

Title of project:

Brief outline of project (100-500 words)

What is the purpose of the project and what are its intended outcomes?

What forms of research will be used (e.g. observations, questionnaires)?

What procedures will the participants undergo?

Are any procedures likely to cause distress for participants? Please explain how this will be minimised.

Will any participants be vulnerable (e.g. children, the elderly, those with special needs etc)? If so please specify:

If participants are deemed to be vulnerable, how will the proposer meet legal requirements (e.g. CRB check)?

How will participants be recruited (e.g. posters, handout, consent form)?

Are other professionals required to be in attendance when interviews are taking place (if so, please specify)?	
Will payment or other incentive be offer to the participant, and if so what kind?	If payment is involved how will it be funded?
Does the research require approval by another ethical body?	If so, please specify:
<p><i>I understand that any documents/electronic files holding personal information of any description must be securely stored whilst in my possession, either in locked storage or in a password-protected computer, and securely destroyed once the project is completed and the data is no longer required (requirement of Data Protection Act, 1998. If in doubt please consult your supervisor/Head of Department):</i></p> <p>Yes <input type="checkbox"/></p>	
Signature of applicant (this must be an actual or scanned signature, not a typed name):	Date:
Approval by supervisor/tutor (for student applications):	Signature:
Name:	Date:
Approval by Head of Department (for staff applications):	Signature:
Name:	Date:
Approval by Chair of Ethics Sub-Committee:	Signature:
Name: Dr Rachel Blass	Date:

Ethics Sub-Committee Guidelines for Participants

GUIDELINES FOR RESEARCHERS ON WHAT MUST BE COVERED BY THE INFORMATION SHEET TO BE GIVEN TO PARTICIPANTS BEFORE THEY COMPLETE FORM EC2

(Please note that an Information Sheet for participants must be submitted with the Application Form and be approved by the Ethics Sub-Committee. The information sheet must clearly cover all the following items, although this list is not exclusive. If further information is required please ensure that it is supplied).

- Title of Project.
- Name of researcher.
- Contact details for researcher. This does not have to be a personal telephone number or e-mail address. A College contact number and e-mail address is sufficient.
- Contact details for the College.
- Statement about the purpose of the research project.
- Statement on what the participant will be required to do: e.g. complete a questionnaire in private, answer questions in an interview, participate in group discussions, offer observations, be filmed or recorded.
- Clarification of who will be involved in research activities: e.g. just the researcher or the researcher and other professionals.
- Description of any reasonably foreseeable risks or discomforts and any benefits to the participant.
- Clarification on the amount of time required from participants.
- Clarification of the payment or other incentives offered to the participants.
- Statement on the planned outcome (e.g. book, article, conference presentation) and whether the participant will receive information on the research findings.
- Statement on how the information gained from the participant will be used and who will have access to it.
- Statement on how the information gained from the participant will be used and who will have access to it;
- Statement on how the information will be stored, and for how long (see box below).
- Clarification as to whether a participant will be identified in the research; (specific written permission must be obtained if this is the case).
- Confirmation that the participant can withdraw from the research project at any time without penalty.
- Confirmation that there is a complaints procedure which a participant can invoke (see Ethics Sub-Committee Code of Practice, obtainable from the Research and Policy Administrator on request).

Data Protection Act 2010

It is a minimal requirement that personal data be kept securely in a locked filing cabinet, if in hard copy, and in a password-protected computer if electronic. Only authorised persons should have access, and for the purposes of academic research this will usually mean the researcher and the subject of the data only. Data should be retained only as long as it is required, which is usually until the research project is completed. Data must then be disposed of securely, ie shredded if in hard copy, and deleted from the storage device if electronic. For further information visit:

HEYTHROP COLLEGE UNIVERSITY OF LONDON

Ethics Sub-Committee Consent form for participants

(Boxes will expand as text is entered)

Name of Participant:	Address:	
Email:	Phone:	
Title of project:		
Brief outline of project, including its purpose and the activities for participants:		
Name of researcher:		
Position of researcher:		
Contact address for researcher:		
Contact number for researcher:		
Email for researcher:		
Address and telephone number of the College: Heythrop College, University of London, Kensington Square, London, W8 5HN, 020 7795 4164.		
Signature of researcher (this must be an actual or scanned signature, not a typed name):	Date:	
Statement to be signed by the participant: I confirm that I have read the information sheet dated _____ for the above study, have had the opportunity to ask questions about this project and have had these answered satisfactorily.	<input type="checkbox"/>	
I understand that my participation is voluntary and that I may withdraw at any time during the project, without having to give a reason.	<input type="checkbox"/>	
I agree to take part in this project.	<input type="checkbox"/>	
I consent to the sound recording/videoing of the following activity (please select)	<input type="checkbox"/>	
❖ focus group	<input type="checkbox"/>	
❖ interview	<input type="checkbox"/>	
❖ other (please specify)	<input type="checkbox"/>	
❖ not applicable	<input type="checkbox"/>	

I agree that my observations/comments/contributions may be anonymised and quoted in any report (private or published) arising from this research.	<input type="checkbox"/>
It has been explained to me that if I return this form by email, with my name entered below, this will be equivalent to my signing the form and will be understood as signifying my consent to participate.	<input type="checkbox"/>
Signature, electronic signature or typed name of participant:	Date:

Application for funding to attend a Research Event Research Staff and Students

If you would like financial support to attend an event or other activity in the pursuit of your research please apply in advance to the Research Committee, using the form below.

GUIDELINES

Research Activity may include:

- Presenting a paper about the content of your subject area to other academics.
- Knowledge transfer which is best characterised as dissemination of your own research findings.
- Involvement in scholarly societies where the particular activity in question is focused on research.
- Travelling to pursue research objectives, e.g. archival research, research among the community.

Please fill in and submit the form below to the Research and Policy Administrator. Early application is encouraged and you can apply before you know whether or not your paper has been accepted.

The decision of the Research Committee is guided by the following criteria, which should be borne in mind when completing the form:

- If successful, staff can receive up to £400 and students up to £300 in expenses in any one academic year;
- Applications from staff/students exceeding these limits in any academic year will be considered if the budget allows;
- If the total applied for exceeds funds remaining in the budget competitive factors will be applied which will include consideration of whether the applicant has already received funding in this and previous academic years, the significance of the paper, and the significance of the conference at which it will be presented.

Case for support:

In the box for 'Significance', please provide an account of the importance of your paper or role in relation to your research activity; and the importance of the event/research activity both in relation to your own research and in relation to the discipline. Some indicative factors to bear in mind are:

- national v. international
- size of audience
- attendance by recognized figures in the field
- whether proceedings will be published
- whether the conference is established within the discipline, e.g. with annual conferences
- whether your paper or role is invited
- whether you are a keynote speaker
- how vital the research is to your research project
- any benefit ('impact') the research project may have outside academia

You will be notified of the result of your application as soon as it has been approved by the Chair of the Research Committee.

**APPLICATION TO ATTEND A CONFERENCE/EVENT RELATING RESEARCH
ACTIVITY/TRAVEL TO PURSUE RESEARCH**

(Boxes will expand as text is entered)

Name	
Details of Conference/Research activity	
Name/Topic	
Location	
Date(s)	
Paper to be presented, or role	
Significance (case for support: see Guidance Notes above)	
Expenses	
Travel	
Accommodation	
Other (please specify)	
Head of Department/Supervisor	
Signature	

Authorisation by Chair of Research Committee

Signature:

Level of support: £

Please return form to Research and Policy Administrator, f.hooton@heythrop.ac.uk.



Transfer to Writing-up form



Name:

Supervisor:

Current completion date:

I would like to transfer to writing-up status from the date below.

(Your writing-up start date will be the first day following your current completion date, and the writing-up period is up to 12 months from this date.)

Writing-up start date:

Thesis submission date:

Please note that you are responsible for familiarising yourself with Heythrop Policy on [completion, writing up, submission and extensions](#), as set out in the Code of Practice for Research Degrees.

In brief, the procedure is as follows:

Writing Up

MPhil/PhD students writing up are permitted to remain in College for up to 12 months immediately following completion of study. During this time they are allowed to have access to all College facilities and are entitled to two supervisions.

An [Examination Entry form](#) must be submitted at the start of the writing-up period, not later than the end of the first month. The writing-up period cannot be extended beyond 12 months except in exceptional circumstances³, and the thesis must be submitted within, or at the end of, 12 months from the start of the writing-up period.

Date:

Signature:

Signature of supervisor:

Signature of Dean of Research Students:

Please send this form to the Research and Policy Administrator for onward transmission to the Research Degrees Monitoring Group.

³ Exceptional changes in circumstances include, but are not limited to:

- Maternity/Paternity/Adoption leave
- Significant illness or injury
- Significant illness, injury or death of a near relative or close friend
- Relationship breakdown
- Changes in relation to employment (part-time students only)
- Financial and accommodation problems