



PG Handbook

2010-11 Edition

Student Based Services

www.lancs.ac.uk/sbs

**To receive this publication in large print please
ring +44 1524 592143.**

WELCOME TO LANCASTER UNIVERSITY

Dear Student,

Welcome to Lancaster University. We do wish you every success in your studies and student life here at Lancaster. This booklet provides an overview of the rules and regulations and information on where you will be able to find details about the facilities and services on offer to you. You should read this in conjunction with:

- the 'Guide' available online at: <http://www.lancs.ac.uk/sbs/fresh/>
- 'Essential Guide' <http://www.lancs.ac.uk/essentialguide/>

and other literature provided by your college and department.

Full details of the university's facilities, regulations, rules and procedures can be found on the university's web site: www.lancs.ac.uk

We do hope that you have an enjoyable and rewarding time here at Lancaster.

Ian Denny
Head of the Student Registry

Claire Povah
Deputy Head of Student Registry

CONTENTS

	Page
Your Main Contacts:	5
Other Useful Contact Information	8
Term Dates and Academic Week Numbers	9
Dates of Higher Degree Ceremonies	10
Academic Regulations and University Rules	11
Students' Charter/ Code of Practice/ Matriculation	12
Information on Registration, Assessment and Fees	13
- Registration Period: Taught Courses	13
- Registration Period: Research Degrees	14
- Extensions	14
- Annual Re-registration	14
- Combining periods of full-time and part-time registration	14
- Intercalations: What happens if you cannot study for a period?	15
Progress Monitoring	16
Coursework submission/ Malpractice / Withdrawals	17
Repeated Years or Repeated Courses	17
Student Tuition Fees and Debts	18
Emails	19
Information for Postgraduate Research Students	20
- Research Training Programmes	20
- What happens if your supervisor leaves?	20
- Supervision arrangements	21
- Facilities	22
- Progress Monitoring	22
- Confirmation of PhD Registration	22
- Writing-up your thesis	23
- Examination of research students' theses	23
Dealing with plagiarism	25
Student complaints procedure	26
Data Protection	27
Intellectual Property Regulations	28

YOUR MAIN CONTACTS

STUDENT BASED SERVICES

<http://www.lancs.ac.uk/sbs/>

Student Based Services covers a number of closely related and centrally located offices which together aim to provide accessible and effective services to enhance the student experience.

Working closely with other colleagues across the University they provide specialist and general advice, information and guidance to students on a range of academic and non-academic issues.

The Base

The Base is our one stop enquiry desk for Student Based Services and is located to the left of the reception in University House. If you need advice on any student matter check with The Base. The staff on the desk will be able to make appointments with specialist staff where needed.

thebase@lancaster.ac.uk

Tel: 01524 592525

Careers

CEEC (Centre for Employability, Enterprise and Careers)

Staff provide information, advice and guidance on career choice, job vacancies, work experience placements, recruitment and selection processes, further study and employability skill development.

www.lancs.ac.uk/sbs/ceec

Tel: 01524 592480

Colleges and Student Life

Accommodation

Each college has a Residence Officer who deals with day to day enquiries about accommodation. Staff in University House deal with general enquiries and family flats.

www.lancs.ac.uk/sbs/accommodation

Tel: 01524 593554

Counselling & Mental Health

Personal, family, social or academic matters over the short term to more complex or difficult longer term problems. A specialist mental health adviser provides support for students with declared mental health difficulties.

www.lancs.ac.uk/sbs/counselling

www.lancs.ac.uk/sbs/mentalhealth

Tel: 01524 592690

Disability Support

Staff help disabled students from the first enquiry to graduation. About 5% of first year students declare a disability and many progress onto postgraduate courses.

www.lancs.ac.uk/sbs/disability

Tel: 01524 592525

Health

Students enjoy excellent health services with both a GP practice and pharmacy, in addition there is a private dental practice.

www.lancs.ac.uk/sbs/health

General Wellbeing

Staff can help with a range of support issues (personal, general, welfare, study-related) impacting academic life and experience. This includes guidance on changing direction by suspending, transferring or withdrawing from study.

www.lancs.ac.uk/sbs/all

Tel: 01524 592525

Student Funding

Staff can help with Government funding eligibility and delays, University financial award eligibility and payments, including Undergraduate scholarships & bursaries, and the Access to Learning Fund. We also provide guidance on living costs and budgeting and other financial awards.

www.lancs.ac.uk/sbs/funding

Tel: 01524 594848

Registry

Student Registry

The Student Registry is responsible to all regulations, policies and procedures governing your award. The Student Registry is also responsible for managing your official record, which includes your personal details such as your addresses together with your academic record. The Student Registry can also provide information regarding many aspects of student administration including the following:

- Academic appeals
- Changes of module enrolment and degree programmes
- Degree certificates and transcripts
- Examination timetables and arrangements
- Plagiarism regulations
- Results
- Student Status Letters and Council Tax Exemption Certificates:
- Teaching Timetable

www.lancs.ac.uk/sbs/registry

Tel: 01524 592525

International Student Advisory Service

Staff can help with advice on visa extensions, rules on working in the UK, general welfare and cultural orientation

www.lancs.ac.uk/sbs/international

Tel: 01524 592525

YOUR DEPARTMENT

All students belong to an academic Department, Centre or Institute. As a postgraduate student of the University, you will find that your principal academic contacts and most of your administrative transactions will be within the Department, Centre or Institute in which you are registered. If you are registered on a taught postgraduate course you will probably find that your main point of contact will be with your Course Director and Course Tutors. If you are registered for a research degree (eg PhD), your main point of contact will be your supervisor.

Most departmental secretaries have a unique understanding of how their own department 'works'. They will be a rich fund of information about the department and the facilities available to you (photocopiers, internal mail, computers, etc.). Most departments have a staff-student liaison committee that includes a postgraduate representative. Many departments also organise special activities (academic and social) for their postgraduate students. Information about these should also be given to you by your department.

OTHER USEFUL CONTACT INFORMATION

Alumni Office	94119
Centre for Employability, Enterprise & Careers (CEEC)	92480
Car Parking	92179
Chaplaincy Centre	94071
College Offices:	
Bowland	94506
Cartmel	92431
County	92562
Furness	92696
Fylde	92686
Grizedale	92631
Graduate	92600
Lonsdale	92296
Pendle	92611
Counselling	92690
Disabilities Service	92111
Health Centre	94130
Pharmacy	94598
Housing Office	93261
International Office	92036
Library	92516
On Campus Accommodation – general enquiries	92525
Pre-School Centre	94464 or 94561
Sports Centre	94000
Students' Union Advice Centre	93769 or 92851

ACADEMIC YEAR 2010–2011

TERM DATES & ACADEMIC WEEK NUMBERS

TERM DATES

Michaelmas Term:	08 October 2010 – 17 December 2010*
Lent Term:	14 January 2011 – 25 March 2011
Summer Term:	28 March 2011 – 1 April 2011
	29 April 2011 – 1 July 2011

* 8 October 2010 is the official start of term; students are of course expected to attend the University during Intro Week which commences on 4 October 2010.

ACADEMIC WEEK NUMBERS

Across the academic year you will see notices advertising University events during 'week number'; these refer to the academic week numbers during term time. An overview of week numbers is provided below for information:

Date (week commencing)	Academic Week Number	Term
11 October 2010	1	Michaelmas
18 October 2010	2	Michaelmas
25 October 2010	3	Michaelmas
1 November 2010	4	Michaelmas
8 November 2010	5	Michaelmas
15 November 2010	6	Michaelmas
22 November 2010	7	Michaelmas
29 November 2010	8	Michaelmas
6 December 2010	9	Michaelmas
13 December 2010	10	Michaelmas
20 December 2010 to 14 January 2011	Christmas Vacation	
17 January 2011	1	Lent
24 January 2011	2	Lent
31 January 2011	3	Lent
7 February 2011	4	Lent
14 February 2011	5	Lent
21 February 2011	6	Lent
28 February 2011	7	Lent
7 March 2011	8	Lent
14 March 2011	9	Lent
21 March 2011	10	Lent
28 March 2011	1	Summer
1 April 2011 to 28 April 2011	Easter Vacation	
2 May 2011	2	Summer
9 May 2011	3	Summer
16 May 2011	4	Summer
23 May 2011	5	Summer
30 May 2011	6	Summer
6 June 2011	7	Summer
13 June 2011	8	Summer
20 June 2011	9	Summer
27 June 2011	10	Summer

DATES OF HIGHER DEGREE CEREMONIES

Higher Degree Ceremonies takes place in December of each year. All successful Research, Masters and Postgraduate Diploma students are invited to attend the ceremony.

For those Masters and Postgraduate Diploma students commencing their full-time studies in October 2010 and successfully completing by 30.9.11, the Higher Degree Ceremony will take place on **14 December 2011**.

Research students will be invited to the first Higher Degree Ceremony to take place once their award has been confirmed.

ACADEMIC REGULATIONS

Like all universities Lancaster has formal regulations governing all aspects of examination and assessment. Some of the main aspects of these have been pulled out for your information in the pages that follow. Also as you move through your academic studies you will be provided with guidance on such matters from your department, college and other services including the registry. A full set of these regulations, the Manual of Academic Regulations & Procedures (MARP), can be found at: <https://gap.lancs.ac.uk/ASQ/QAE/MARP/Pages/default.aspx>

UNIVERSITY RULES

The University rules relate to many aspects of the university in relation to both students and staff. The contents of the rules include:

Substantive Rules

1. Preamble
2. Disciplinary breaches
3. Attendance, registration and work
4. Quiet Period during University examinations
5. Requirements to be met before a degree is awarded

Procedures and Penalties

6. Classification of offences and procedures
7. Enforcement of the Rules
8. Summary procedure
9. The University Tribunal
10. Annual Report of the Operation of the University Rules to be made to the Senate
11. Implementation of the University Rules by Individual Colleges
12. Completion of Procedures Letter

Appendix A: Malpractice in undergraduate (and where applicable graduate) examinations and coursework: rules and procedures

Appendix B: Vehicle regulations

Appendix C: Electronic Information Systems: security policy

Appendix D: Code of Practice on Freedom of Speech

Appendix E: Code of Conduct on Protests

Appendix F: Intellectual Property: Regulations

Appendix G: Smoke-Free Workplace and Public Place Policy

Appendix H: The Rules of the Library

A full copy of the rules can be found at:

<https://gap.lancs.ac.uk/General%20University%20Information/rules/Pages/default.aspx>

THE UNIVERSITY'S STUDENTS' CHARTER

The purpose of the Students' Charter is to provide a framework for the mutual rights and responsibilities of students and staff. It aims to cover all aspects of the University which you, as a student, are likely to come into contact with, and gives you a yardstick by which to judge them. Codes of practice for specific sections and departments of the University supplement the information contained in the Students' Charter and give greater details of the University's commitments and your responsibilities.

The Students' Charter is not a tablet of stone and relies on the goodwill of all parties involved, but it does aim to set minimum standards for the delivery of all services.

You can find the Students' Charter on the following web-site:

<http://www.lancs.ac.uk/student/charter/index.htm>

CODE OF PRACTICE

There is a code of practice between the University and LUSU (Lancaster University Students' Union) which includes information about the relationship between the University and LUSU, opting out of the Students' Union and the responsibilities of both bodies to students in a few specific areas. The full code can be found at:

<http://www.lusu.co.uk/downloads/yourunion/codeofpractice.doc>

MATRICULATION

MATRICULATION

When you begin your studies at the University you are required to matriculate and thus become a student member of the University. In order to matriculate you must:

- possess such qualifications (including, if English is not your first language, appropriate qualifications in written and spoken English) specified by the University as qualifications for entry to the programme of study to which you are to be admitted;
- undertake to pay the fees due for the programme of study for which you register or provide, upon demand, evidence that the fees will be paid by another person or organisation;
- agree to abide by the Charter, Statutes and the Rules of the University;
- provide a signature on a form drawn up by the University.

Student membership of the University, conferred by matriculation, shall lapse:

- if you voluntarily withdraw from the programme of study for which you are registered before completing the requirements of the course;
- if you fail your degree;
- if you are excluded from the University for any reason.

If at any time you suspend your registration temporarily your student membership of the University will continue and you will remain subject to the Charter, Statute and the Rules of the University. Whilst your registration is suspended, however, you will not be liable for payment of tuition fees and you will not normally be allowed to use university facilities or to attend classes or receive tuition.

INFORMATION ON YOUR REGISTRATION, ASSESSMENT AND FEES

The University's regulations for postgraduate students, covering such matters as admission, registration, examination, appeals, fees, etc., can be found in the manual of academic procedures which is available on-line at:

<https://gap.lancs.ac.uk/General%20University%20Information/rules/Pages/default.aspx>

REGISTRATION

Your registration is the start of your membership of the University community and with your membership comes a number of rights and responsibilities, with regard to students and staff as well as to your studies. One of the ways in which your registration is certified, is by the issue of a Library ID card. This is an important document, proving your identity as a student here: please keep it safe and if you lose it, report the loss as soon as possible to the Enquiry Desk in the Library. Do not lend or give your Library ID card to another person: letters confirming your registration and eventually, your degree certificate, may be handed over only after inspection of your Library ID card.

REGISTRATION PERIOD

Taught Courses

As outlined in the table below, most full- time taught courses last between nine and twelve months and most part-time courses last twenty-four months,

	Full-time	Part-time
Taught masters	12 months	24 months
Postgraduate diploma	9-12 months	12-24 months
Postgraduate certificate	6-12 months	9-24 months

Students whose studies last for more than one year will be requested to re-register via e-mail at the end of the summer, if they are in good academic standing and not in debt to the University.

Research degrees

The official offer letter sent to you by the Postgraduate Admissions Office at the time of your acceptance shows your minimum and maximum periods of registration and whether you are to study full or part time. A summary of the minimum and maximum periods of registration is given below.

PhD Registration

The normal *minimum* period of registration for PhD research students is 36 months full-time, 48 months part-time.

The normal *maximum* period of registration for PhD research students is 48 months full-time, 84 months part-time.

MPhil Registration

The normal *minimum* period of registration for MPhil students is 24 months full-time and 36 months part-time.

The normal *maximum* period of registration for MPhil students is 36 months full-time and 60 months part-time.

Extensions

Extensions beyond the maximum will normally only be approved if they meet agreed criteria, and are supported by appropriate evidence, and are formally submitted in advance to the Postgraduate Studies Office. You can find further information, including the 'extension request form' as well as the agreed criteria on the student registry website on the 'Information for Postgraduates webpage:

<http://www.lancs.ac.uk/sbs/registry/postgrads/index.htm>

Annual Re-registration

Students whose studies last for more than one year, who are in good academic standing and not in debt to the University, will be requested to re-register via e-mail before the start of the next academic year. **It is extremely important that you complete the re-registration procedure. Failure to do so may lead to you being deemed to have withdrawn.**

Combining periods of full-time and part-time registration

In cases where a student combines periods of full-time and part-time registration (normally in the case of research students) the following applies when calculating the maximum period of registration permissible: if full-time for 12 months or less than 12 months then treat as part-time throughout.

INTERCALATIONS: WHAT HAPPENS IF YOU CANNOT STUDY FOR A PERIOD (e.g. if you are ill)?

Definition: to intercalate = to suspend your studies.

If you are experiencing any difficulties it is very important that you let your course director or research supervisor know as soon as possible. Don't allow yourself to drift into a situation that ends with intercalation being the only option, because without some assured financial support - a guaranteed job or financial help from your family - you could be left with no source of income.

If you encounter difficulties that prevent you from carrying on with your studies for more than a month, you can apply for an intercalation. An intercalation is an approved period of absence from your studies, lasting for any period of more than one month and less than twelve months. An application must be made on your behalf by your department to the Postgraduate Studies Office.

An intercalation may be granted to a student who is encountering difficulties. Requests for intercalations will normally only be approved if they meet agreed criteria, are supported by appropriate evidence, and are formally submitted in advance. Intercalations will only be granted retrospectively in exceptional circumstances where they could not reasonably be foreseen. They will not be approved for a period more than three months prior to the date the intercalation request form is received by the Student Registry, unless exceptional circumstances exist.

Please note that:

- during any period of intercalation you are not entitled to use the library, computer or other university facilities, or to receive supervision or tuition.
- You cannot continue to live in, or take up campus accommodation.
- You are not eligible to claim Department of Social Security (DSS) and Housing Benefits if you would normally be excluded under the full-time education rules.
- No tuition fees are charged for this period.
- If you are an International student and hold a student visa, then you may need to inform the UK Border Agency (Government department for immigration) and the Police (if applicable) of the fact that you are suspending your studies. If you are intending to intercalate for any period longer than a few weeks, then you are also required to leave the UK until such time as you resume your studies at Lancaster University. You must not under any circumstances take employment in the UK during your intercalation. For further visa/immigration advice, you should contact the International Student Advisory Service, contact details can be found on-line at <http://www.lancs.ac.uk/sbs/international/>
- Your registration dates will be amended to reflect your period of intercalation. For example, if you intercalate for a period of 3 months your registration end date will be amended and will move on by 3 months.
- Intercalation is not normally approved for periods greater than one year at a time, and usually for no more than a total of two years.

- Intercalations will only be granted retrospectively in exceptional circumstances where they could not reasonably be foreseen. They will not be approved for a period more than three months prior to the date the intercalation request form is received by the Student Registry, unless exceptional circumstances exist.
- You should remain in contact with your department throughout your period of intercalation.
- You should inform your Department and Student Registry at least 4 week's prior to the end of your intercalation whether you intend to return to your studies.

You can find further information, including the 'intercalation request form' as well as the agreed criteria on the student registry website on the 'Information for Postgraduates' webpage: <http://www.lancs.ac.uk/sbs/registry/postgrads/index.htm>

PROGRESS MONITORING

Throughout your time at Lancaster University your attendance and academic progress will be monitored by your academic tutors / supervisors to make sure that you are coping alright and getting as much as possible out of your programme.

You are expected to complete all the work required of you. This includes attendance at all seminars and tutorials and completion and submission of any written or practical work, vacation work and departmental tests specified by your tutors. All departments have codes of practice which spell out the requirements to you in more detail - make sure you obtain one.

If you have fallen behind with your work and do not get the problem sorted out there is a risk that you may be referred by your department, for exclusion, to the University's Standing Academic Committee (which has a meeting scheduled every month). The committee has the power to exclude you from the University if you are not able to satisfy the Committee that there are legitimate reasons for your poor performance.

Most difficulties can be resolved long before things become this serious as long as you go and seek help and advice. Please do not forget that it is your programme and your responsibility to seek help if you are experiencing difficulties. Where possible the University is here to assist you, provided that we are aware of the problems. You are urged to keep your department fully informed and you can of course seek assistance from your Supervisor, Programme Tutor, the Counselling Service, Student Support, LUSU or the Student Registry.

For further information specific to Research students, please see the section of this handbook entitled 'Information for Postgraduate Research Students', page 19 onwards.

COURSEWORK SUBMISSION

Your Department[s] will inform you of the arrangements for the submission of coursework; this will include a deadline for submission. Your department will publish in the Programme Handbook the penalties for late submission of coursework, further information can be found in Section D2.2 of the 'Manual of Academic Regulations & Procedures'.

MALPRACTICE IN EXAMINATIONS AND COURSEWORK

The rules of the university and the examination regulations define in detail the definitions and penalties for dealing with these matters; you can find these on the web-sites referred to earlier. It is important that you abide by these rules and don't attempt to gain advantage by any unfair means. When submitting coursework, it must be your own work and any assistance must be correctly acknowledged. Your department[s] will be able to offer detailed advice. In recent years the Internet has become a source for such malpractice, however, mechanisms for detecting such practice is also becoming easier and readily available.

WITHDRAWALS

If you feel uncertain about carrying on at Lancaster, it is important that you talk it through with your Supervisor, Programme Tutor, departmental academic adviser or someone in Student Registry. It may be, for example, that you need time to adjust to a new and unfamiliar lifestyle.

Should you decide to leave, it is essential that you do not just walk out. Discuss your plans with your department and inform the Student Registry of your plans to withdraw. If you have any books on loan from the Library or are in possession of any university equipment or property, please make sure you return these - it will save you and us a lot of unnecessary letters telephone calls and emails.

In the event of withdrawal from the University details of the University's policy on tuition fee refunds can be found here:

<http://www.lancs.ac.uk/sbs/registry/postgrads/fees.htm>

REPEATED YEARS OR REPEATED COURSES

Another widely held, but incorrect, belief is that you can repeat a year of study if you haven't done very well, repeat an individual course/module, or replace a course/module in which you have done badly with another one. This is not the case. The University's Regulations (MARF, Section C7.5) state that:

"No student shall be given an unfair advantage over fellow students through being allowed to repeat individual course modules, to repeat a whole year of study, or to repeat a programme. Exceptional permission to do so may be granted in cases where a student's academic performance has been adversely

affected by personal, health or financial problems and where such cases are properly documented.

No student normally shall be allowed to replace units of assessment in which he or she has failed or performed poorly by taking a different unit of assessment in the hope of achieving better marks. Exceptional permission to do so may be granted in cases where a student's academic performance has been adversely affected by personal, health or financial problems and where such cases are properly documented."

STUDENT TUITION FEES AND DEBTS

Your Fees

You are liable for the payment of tuition fees for the whole period of your registration and the fees are likely to rise in each year of your studies. The amount of tuition fees for which you are liable will vary with your course of study and your registration status. The fee liability varies between full-time and part-time study, between normal and extended study. There are also fees for re-examination. Research students who have completed the normal period allowed for study but who are extending their studies with minimal supervision will be liable for an annual fee which will become due on 1 October following. Please note the annual fee* for year 1 is currently £200; for year 2 £400 and year 3 £800. The fee will be cancelled if submission is made within 3 months of the liability being incurred, regardless of the date upon which the extension status commenced.

If you have any enquiries about your fees please contact Ms Julia Chadwick in the Student Registry, ext 92484. You will need to pay fees each year for the period from when you first register as a student to the date of completion of your course or submission of your thesis. Fees must be paid when you first register and thereafter annually by the first week of each academic session in October. Your fees cover registration, tuition and examination, but not residential accommodation or living expenses, or charges for re-examination or re-submission. If your course of study lasts for more than one year you will be sent details of the fees for the following session prior to the start of the next academic year. If you do not pay your fees by the date due, your registration could be terminated.

* Please note fee is liable to change.

Payment of your Fees by Instalments

You may, if you wish, pay your tuition fees by three termly instalments. Each instalment will be one-third of the full annual fee. Instalments are due in the first week of each term as follows:

1st instalment (Michaelmas Term) must be paid on Registration Day

2nd instalment (Lent Term) to be paid by the end of the first week of the Lent term

3rd instalment (Summer Term) to be paid by the end of the first week of the Summer term

If you do not pay the first instalment on Registration Day then you will forfeit the right to pay by instalments. You will then be required to pay the annual fee in full within seven days of the invoice date. If you do not pay any instalment on time then you will be charged a late payment fee per instalment. If your fee payments are very late, then your registration may be terminated.

Debts

When matriculating at Lancaster you agree to undertake to pay fees due for the programme of study for which you registered, or to provide evidence that the fees are being paid by another person or organisation. Failure to make any payments due will lead to the University initiating procedures to collect the outstanding debts. Full details of the debt recovery procedures can be found in the University Rules:

<http://www.lancs.ac.uk/sbs/download/UniversityRules.pdf>

If you are concerned about your debt you should initially seek advice from the Student Funding Service in Student Based Services for advice and guidance.

EMAILS

As outlined in the 'Essential Guide': <http://www.lancs.ac.uk/essentialguide/pdf10.pdf>, you need a username and password in order to access the ISS provided IT facilities, including your University e-mail account. Usernames and passwords will be available for collection from the Library during Intro Week, along with your Library card. The first time you log on, you will be asked to change your password. This is because you need to select a password that only you know. Your email address will include your name then @lancaster.ac.uk. **Your Lancaster email address will be used for all official correspondence from the University.**

INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS

RESEARCH TRAINING PROGRAMMES

As a postgraduate researcher here at Lancaster your research project and your thesis form the major parts of your PhD. However as you go through the research process, you will have many opportunities for postgraduate research training and personal development. Postgraduate training not only refers to the subject specific learning of your research project but also the courses, workshops and conferences you attend, presentations you give and other activities you undertake during your PhD that enhance your research skills, help you to progress through the research process and increase your employability.

For some students (e.g. in the social sciences) it is recommended that up to 60% of the first year of study should be taken up with research training and development activities, and all full-time students are expected to spend at least 10 days each year engaged in research training activities. Postgraduate training takes place at University, Faculty and Departmental levels. A good place to initially find out about what opportunities are available to you is the PGR website at www.lancs.ac.uk/celt/celtweb/research_students. Here you will find information on the centrally provided programmes such as the Thesis in Progress sessions and links to the Faculty research training programmes. There are also links to a variety of resources and tools such as MyPGR that will help you throughout your time here at Lancaster. You should also ask your supervisor or departmental postgraduate tutor for further information on the Research Training Programme opportunities available to you.

WHAT HAPPENS IF YOUR SUPERVISOR LEAVES?

The official offer letter sent to you by the Postgraduate Admissions Office at the time of your acceptance shows your research topic, the department in which you are registered and the name(s) of your supervisor(s). It may be that your supervisor's career development will require him/her to move to another university, and depending upon the stage you have reached in your researches; your registration will need to be revised in consultation with your department.

If your research topic can be effectively supervised by another member of Lancaster University's academic staff, your registration will be adjusted to reflect that. If, however, your topic can no longer be effectively supervised at Lancaster, it may be necessary to explore a transfer of your registration, probably to the university to which your supervisor has moved. In this case, you should contact the Student Registry for advice on the procedures to be followed.

SUPERVISION ARRANGEMENTS

Your relationship with your supervisor will be personal and individual, and so it is impossible to lay down rules that apply to all circumstances. You will find that the *Code of Practice for Research Students* will give you an idea of what you can expect from your supervisor(s) and what your supervisor(s) will expect from you. You can find a copy of the *Code of Practice* on the Secretariat webpages at:

<https://gap.lancs.ac.uk/ASQ/Policies/Pages/PGRCode.aspx>

Another useful document, which defines the responsibilities of Supervisors and Research Students is the 'Guidance Notes for Supervisors'. A link to the Guidance Notes can be found on the Student Registry website at

http://www.lancs.ac.uk/sbs/registry/docs/PG/guidance_notes_for_supervisors_oct_2010.pdf

Some students will see their supervisor every week, whereas other students will see their supervisor much less frequently. The norms vary in different disciplines but as outlined in the Code of Practice (precept 13), supervisors are expected to allocate a reasonable period of time for supervisory sessions. It is expected that you would see your supervisor at least once a term: you will probably see your supervisor much more frequently than this at the outset. It is important that you and your supervisor should discuss the working pattern that suits you both, and establish a pattern that is clearly understood. If you are not happy with the frequency of meetings you should discuss it with your supervisor.

Remember that your supervisor is anxious to help you, but is even more anxious to see you achieve something on your own. Supervisors can never be sure whether their suggestions are sensible: if they already knew a result, then they would probably have published it themselves. Ultimately you are responsible for carrying out all research, with the aim of making an original contribution to knowledge. However, if you are floundering or having difficulties it is essential that you seek the advice of your supervisor at the earliest possible stage. Research has a certain unpredictability and you might have to try many different problems and approaches before you hit on something that develops well. Remember too that there may be other people within your department or the University who are experts in relevant areas. There is nothing to stop you approaching them for advice.

If you are unhappy with the facilities or supervision of your research you should talk first to your supervisor, or your departmental tutor for research students, or the head of department. It is important that you promptly pursue any concerns, because the University's regulations permit you a limited amount of time in which to complete your studies (see Research Degree periods of registration, page 13 above) and you are liable for tuition fees throughout your registration. It is also important that you seek to resolve any difficulties surrounding your supervision, firstly within your department of registration, as this is the location of specialist knowledge both about your research topic and about the expertise of the staff available to help and advise you. If you are still not satisfied with your situation, or if you feel unable to raise the issue within your department for some reason, you are welcome to discuss the problem with either the

Graduate College Welfare Officer, Dr B Abram, who may be contacted by e-mail or through the Graduate College Secretary (ext 92600), or the Student Registry (ext 92143).

FACILITIES

These necessarily vary across disciplines and departments, and may depend upon the type of research you are undertaking. Your department may be able to offer you office space, a filing cabinet, access to computing facilities and a telephone if these are necessary. The department may contribute towards your photocopying expenses. You should make sure that you know exactly what is available to you. If you are not told, ask!

PROGRESS MONITORING

Specific progression requirements for research students have been developed and detailed information on these can be found in Section C7.4 of the Manual of Academic Regulations and Procedures

(<https://gap.lancs.ac.uk/ASQ/QAE/MARP/Pages/default.aspx>).

Throughout your registration, your department is required to submit an annual progress report on each of its research students. Both the supervisor and the student complete sections of the report, and both should see what the other has written. From 1 October 2010 all new research students will have an initial appraisal within the first 6 months of their registration.

CONFIRMATION OF PHD REGISTRATION

As from 1 January 2007, most applicants accepted on to PhD programmes within the University will have been admitted as 'probationary' PhD candidates. Up until the point when the confirmation panel takes place, the status of PhD students as doctoral candidates is probationary. The confirmation panel must normally be held no later than 18 months after initial registration for full-time students, 36 months for part-time students. If the panel is held within 12 months of registration then the report of the panel should replace the first year's annual progress report.

The requirements which form the basis of the criteria under which the confirmation panel should base its decision to confirm PhD registration are as follows:

the confirmation panel:

- (a) must see and approve evidence that the student has attended induction, carried out the DNA, attended the agreed research training, has a viable research proposal, and has a completion timetable approved by their supervisors;
- (b) must be able to confirm that the student's work is of appropriate quality and standard, and the project is viable within the registration period, on the basis of draft chapters and/or evidence of data gathered; and
- (c) will have 3 possible recommendations – confirm as PhD; downgrade to MPhil; exclusion.

Where a change of registration from probationary PhD to MPhil is recommended, students can appeal against this recommendation, please see Section C7.4 of the Manual of Academic Regulations & Procedures.

Once PhD registration is confirmed, a student should expect to be liable for a minimum of twelve months' fees from the date of the upgrade. **Please Note:** where a student's confirmation panel takes place more than 24 months (36 months part-time) after initial registration they are liable for fees for a further 12 months from the date of the panel.

Full details of the University's requirements for confirmation of PhD registration can be found in the Manual of Academic Regulations and Procedures which is available on-line at <https://gap.lancs.ac.uk/ASQ/QAE/MARP/Pages/default.aspx>.

WRITING UP YOUR THESIS

A student who is in the final stages of completion of the thesis and who no longer needs either close supervision or extensive use of University facilities, may be transferred to the registration status "extension". Students who have progressed to extension status will be liable for an annual fee of £200.00* in the first year of writing up, if writing status continues the annual fee will rise year-on-year, see PG Fees document (<http://www.lancs.ac.uk/sbs/registry/docs/Fees/PG-Fee-Sheet-2010-2011.pdf>). The fee will be cancelled if submission is made within 3 months of the liability being incurred, regardless of the date upon which extension status commenced. A student, who transfers to extension status at any date other than 1 October, will be charged a proportion of the annual extension fee *pro rata* to the number of complete months remaining in the academic session within which the transfer occurs.

Notes of guidance on the format of and the binding for the thesis are included in Section F5 of the Manual of Academic Regulations and Procedures. If you are unclear about anything please check with the Student Registry (ext. 92143).

The PhD thesis should make an original contribution to knowledge, and contain material of a standard appropriate for publication. It should be as short as is consistent with the subject - unnecessary length may be to your disadvantage. It is important that you take very great care with grammar, spelling and punctuation, and make precise bibliographical references. The examiners are likely to require that all errors are corrected before the degree is awarded.

*Current fee as at 1.10.2010, please note fee is liable to change.

EXAMINATION OF RESEARCH STUDENTS' THESES

You must submit hard copies (and an electronic copy) of your thesis to The Base, the copies of the thesis will then be sent to the examiners (usually there are two: one internal and one external examiner). You will be required to submit at least two copies of the thesis, appropriately bound. Additional copies will be required if there

are more than two examiners. All students are required to attend an oral examination (the 'viva'). Your department will tell you about the arrangements for the oral examination.

If a department and supervisor wish to appoint an overseas external examiner for whom travel to the UK would prove expensive or difficult, then permission may be granted for the *viva* to be held by video conference link. Further advice on this provision and on arrangements for students is available from the Student Registry.

When the examiners have sent their reports to the Student Registry and their recommendations have been approved, you will be told formally of the outcome of the examination. If for any reason you need to refer to the regulations on examination and appeal procedures for MPhil and PhD degrees you should consult Section E7 of the Manual of Academic Regulations and Procedures (<https://gap.lancs.ac.uk/ASQ/QAE/MARP/Pages/default.aspx>).

For further information and advice, contact the Student Registry (extension 92143) for a copy of the *Research Degree Examinations Guidelines*.

DEALING WITH PLAGIARISM BY STUDENTS

ACADEMIC INTEGRITY

The core values of academic integrity (honesty and trust) lie at the heart of our academic enterprise, and they underpin all activities within the University. The University values a culture of honesty and mutual trust, and it expects all members of the University to respect and uphold these core values at all times, in everything they do at, for and in the name of the University.

Academic integrity is important because without honesty and trust true academic discourse becomes impossible, learning is distorted and the evaluation of student progress and academic quality is seriously compromised. Consequently, the University is committed to –

- a. defending the academic credibility and reputation of the institution
- b. protecting the standards of its awards
- c. ensuring that its students receive due credit for the work they submit for assessment
- d. advising its students of the need for academic integrity, and providing them with guidance on best practice in studying and learning
- e. educating its students about what intellectual property is, why it matters, how to protect their own, and how to legitimately access other people's, and
- f. protecting the interests of those students who do not cheat.

Lancaster's academic enterprise is rooted in a culture of trust and integrity, and this underpins all aspects of the institution's teaching and learning strategy. Most students do not cheat – they are honest and hard working, and they rightly deserve the trust of their tutors. Cheating, which is a form of academic malpractice, is the exception not the norm.

However, some students do cheat, in different ways and for different reasons. In order to be fair on those who don't and to protect the institution's academic reputation and credibility, procedures are required to reduce the likelihood of cheating, to detect when it is happening, and to deal with those found guilty of it. This regulatory framework deals specifically with plagiarism which, when done intentionally, is a common form of cheating.

INSTITUTIONAL FRAMEWORK

The University's Plagiarism Framework (and the sanctions within it) applies to all coursework submitted by students for examination by the University in all academic programmes **other than research degrees**. It does not apply to those degree programmes where the entire assessment is based on one submitted piece of work (eg MPhil, MSc by Research and PhD). The framework is available at:

<http://gap.lancs.ac.uk/ASQ/Policies/Pages/PlagiarismFramework.aspx>

The regulations governing plagiarism in materials examined for the award of research degrees can be found in the Addendum to Appendix A of the Rules of the University. The Rules of the University are available at:

<http://www.lancs.ac.uk/sbs/download/UniversityRules.pdf>

STUDENT COMPLAINTS PROCEDURE

SCOPE

This procedure applies to complaints made by current Lancaster University students, or leavers within 3 months of the date of their graduation or withdrawal (the Complaints Coordinator may accept complaints beyond this period if exceptional circumstances apply), in respect of:

- the delivery and/or management of an academic module or programme, or supervised research;
- any services provided by academic, administrative or support services (other than LUSU, who will operate to their own Complaints Procedure)

This procedure does not apply to complaints relating to:

- decisions of Boards of Examiners (these are governed by the Academic Review and Appeal Procedures)
- suspected professional malpractice (if it is established that misconduct of staff or students has occurred that is governed by other disciplinary procedures or external legal systems, then these procedures will be invoked and the complaint will not be dealt with under the student complaints procedure)
- any suspected potential breach of criminal law

The Student Complaints Procedure can be found on the University Website at: <https://gap.lancs.ac.uk/complaints/Pages/default.aspx>

DATA PROTECTION

General information

The University undertakes to maintain your data in secure conditions and to process and disclose data only within the terms of its Data Protection notification. The details below indicate the nature of this notification but are not exhaustive. If you have any questions about data protection or use, please contact Hazel Hardie.

Student record keeping and data processing

The University processes your information in order to maintain your student record, manage day-to-day operations, and deal with relevant external organisations including the Higher Education Statistics Agency (HESA).

Please note that we are reliant on you for much of the data we hold: help us keep your record up-to-date by notifying us of any changes to personal details and or course enrolments.

Your information will be shared amongst relevant University departments/staff where there is a justified operational need. Our general policy is not to disclose personal information to other third parties and external organisations (*other than those listed below*) without permission.

The University will use student data for a variety of purposes. These include:

- maintenance of the student record
- maintenance of academic and University discipline
- the management of colleges and residences
- the marketing and management of social events
- alumni operations, including fund-raising
- the operation of ancillary services
- the provision of advice and support to students
- internal research, including monitoring quality and performance.
- confirmation of student details/data to relevant external organisations (including HESA)

Disclosure of student information to external organisations and other third parties

Subject to suitable security checks, the University routinely discloses student information to various third parties, notably:

- students' sponsors (including LEAs, the Student Loan Company, and funding councils)
- relevant government departments including HESA (see <http://www.hesa.ac.uk/collection-notice>)
- professional associations
- IPSOS (the survey agency that conducts the annual National Student Survey).
- current or potential employers of, and providers of education to, our students.

NB. Disclosures to organisations not listed above will be made in specific, legitimate circumstances only. These are relatively rare. Consent will be sought where necessary

and you will be kept informed of such disclosures unless exceptional circumstances apply.

Your right of access

Under the terms of the Data Protection Act 1998 you have a right to a copy of the personal information held on you by the University. Please contact Hazel Hardie for details of procedures relating to your right of access. The University has **up to 40 days** to respond, and a search fee of £10 will be charged.

Personal data processed by students as part of their studies

The Data Protection Act places obligations on *all* those who process personal data. If you process personal data as part of your studies (e.g. as part of a research project) you should seek advice about the implications of the Act. Your tutor can usually do this in the first instance and, if necessary, Hazel Hardie can provide detailed advice.

More information

The above statement is only intended to provide a general over-view of student data processing at Lancaster. For more details, and other relevant information, please contact Hazel Hardie.

INTELLECTUAL PROPERTY: REGULATIONS

The University's Intellectual Property Regulations can be found in Appendix F of the Rules of the University. The Rules of the University are available at:

<http://www.lancs.ac.uk/sbs/download/UniversityRules.pdf>