Appendix 2:
The Responsibilities of Postgraduate Research Students

It is important that a clear understanding is established at an early stage between the supervisor(s) and a student about the responsibilities of each. This list summarises the main responsibilities of postgraduate research students. The body of QA7 should be referred to for further details of these responsibilities.

In summary, postgraduate research students are responsible for undertaking research; undertaking appropriate skills training; maintaining the progress of their work; taking the initiative in raising problems or difficulties; and deciding when to submit their thesis, within the constraints of the University’s Regulations.

The postgraduate research student is responsible for:

- attending Induction Sessions, both institutional and departmental/school and for familiarising him or herself with relevant induction documentation such as the PG Student Handbook, University of Bath Regulations and relevant QA Code of Practice statements.
- discussing their training, including generic skills training, and personal development needs and attending relevant training as agreed with their lead supervisor.
- discussing with their supervisor(s) the type of guidance and comment found to be most helpful.
- maintaining appropriate contact with their supervisor(s) through regular formal and informal meetings.
- ensuring that an appropriate written record is kept of meetings with their supervisor(s), including advice or instructions received and agreed actions.
- taking the initiative in raising problems or difficulties, however elementary they may seem, particularly in the early stages of the research, and particularly in relation to the expectations about achievements and progress of the research.
- maintaining the progress of the work in accordance with the stages agreed with their supervisor(s), including the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage.
- ensuring that their research work is original and undertaken independently. Wherever another author’s work is referred to or used a student is responsible for ensuring appropriate acknowledgement of that work.
- ensuring that any reports and the final thesis presented to the supervisor(s) have been prepared in a professional manner with the correct use of English (or, for students in the Department of European Studies and Modern Languages, a foreign language as set out in Regulation 16.1e(ii)) and ensuring that the final thesis conforms to the format required by the University.
- deciding when submission of the final thesis is to be made, within the constraints of the University Regulations, and taking due account of the supervisors’ opinion.
- contributing to the research environment of the department/school in which they are based.