Doctoral College Induction Module: Policies

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| Code of practice for research degree candidatures |
| The [Code of practice for research degree candidatures](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/674/research_degree_candidatures_code_of_practice) sets out a framework of shared responsibilities between the University, supervisors and candidates with the aim of delivering successful research degree programmes and to inspire all our research students to develop their full potential.  The Code also outlines the minimum standards postgraduate researchers (PGRs) can expect in connection with the supervision of their research degree study. In particular, you may be interested in sections:   * 4 – Supervision * 6 – Formal assessment and monitoring * 8 – Minimum standards of facilities provision for full-time PGRs * 10 – Assessment processes for research qualifications   We would encourage you to familiarise yourself with this Code of Practice. |
| The Leeds Partnership |
| The University of Leeds and Leeds University Union have brought staff and students (including PGRs) together to create and agree a shared set of expectations known as [The Leeds Partnership](https://students.leeds.ac.uk/info/10900/the_leeds_partnership).  The Leeds Partnership is made up of three core commitments relating to both students and staff:   * to be responsible, accessible and respectful * to prepare for, engage with and contribute to learning at Leeds * to help each other to reflect, develop and improve.   The Leeds Partnership reflects and codifies the agreements and expectations that exist not only between staff and students, but also within these groups on a peer-to-peer level.  The Leeds Partnership is a recognition of the fact that being part of the University community is a participatory process with shared responsibilities between students and staff for making the most of the opportunities that are available. |
| Dignity and mutual respect policy |
| This [policy](https://www.leeds.ac.uk/secretariat/documents/dignity_and_mutual_respect.pdf) explains the expected behaviour at the University. It tells you what to do if you feel you are being bullied, harassed or victimised, or if you witness any inappropriate behaviour.  The policy defines and prohibits various behaviours - in particular, harassment, bullying and victimisation. It explains the need for everyone across the University to contribute to the creation of a culture of mutual respect and an environment in which everyone is treated with dignity.  The policy applies to everyone at the University including staff, students and visitors.  PGRs must:  ■ behave in a professional and responsible manner, with respect for staff and students, as set  out in the University of Leeds [Learning and Teaching Partnership Agreement](http://www.leeds.ac.uk/aqst/tsg/index.htm)  ■ not participate in, or condone, any act of harassment, bullying or victimisation  ■ modify their behaviour if they become aware that it is unacceptable in light of this Policy, even  if no formal or informal complaint is made by the complainant  It will also assist with the effective implementation of this Policy if all PGRs:  ■ ensure that they are familiar with the structure and content of this Policy, and comply with the  terms of this Policy and the associated codes of practice  If you have been subject to inappropriate behaviour please make someone aware, this can be the Leeds University Union, your supervisor, Director of Postgraduate Research Studies (DPGRS) or your Graduate School.  You can also report inappropriate behaviour to the University via the [Student Case Team](https://www.leeds.ac.uk/secretariat/reporting_hc_sa_oh.html) or [Report and Support](https://reportandsupport.leeds.ac.uk/). |
| Code of conduct on professional behaviour and relationships |
| The University is committed to making sure that all colleagues, that is employees, workers, visitors, honorary staff, consultants, contractors and all students engaged in teaching or other work activities, demonstrate high standards of professional conduct. The [Code of Conduct](https://hr.leeds.ac.uk/downloads/file/790/code_of_conduct_-_professional_behaviour_and_relationships) covers the boundaries colleagues need to be aware of, examples of behaviours that are considered unacceptable, how to report inappropriate behaviour and contact details for advice and support.  If you feel you have witnessed or been subjected to behaviour which falls below the University’s standards please seek advice from Leeds University Union |
| Doctoral College Handbook |
| The [Doctoral College handbook](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers) contains links to the policies mentioned above as well as lots of useful information around getting started, registration, fees and student records, making changes, assessment, your final viva and beyond.  You are encouraged to take the time to read the handbook and, if you have any questions, please contact your Graduate School.  The handbook is updated each year and a copy is available online in the link above. |
| Attendance monitoring |
| Your attendance and engagement with your studies will be monitored throughout your research degree candidature.  GRAD is used as the primary means of [monitoring attendance and progress](https://ses.leeds.ac.uk/info/22227/research_degree_progress_and_monitoring/934/progress_and_monitoring_-_postgraduate_researchers) including supervision meetings, formal progress reports, holidays, authorised absences, suspensions and extensions. It is therefore vital that you update GRAD regularly so that records are accurate.  Graduate Schools regularly monitor your GRAD records and will contact you and your supervisors if you they are not up to date, escalating to the DPGRS when required. Prolonged and unexplained absence from your studies or failure to maintain your GRAD record may lead to the triggering of formal procedures (including the presumed withdrawn process) and ultimately withdrawal and reporting to UKVI (students on a ‘Tier 4’ or Student Visa).  Section ‘Attendance and engagement monitoring’ in the [Doctoral College Handbook](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers) has further information. |
| Ethics Approval |
| Research at the University of Leeds is conducted according to the principles of academic excellence, community, integrity, inclusiveness and professionalism.  The University has a responsibility to ensure that all researchers and research organisations it supports have rigorously considered any ethics implications arising from the research design, methodology, conduct, dissemination, and the archiving, future use, sharing and linkage of the data produced.  Research conducted to high ethical standards supports both the academic freedom of researchers and the reputation of the University as a centre for world-class research. Careful reflection and planning in relation to research ethics should not only benefit participants, but should also enhance the overall quality of the research.  If your project requires ethical approval you should discuss this with your supervisory team at the earliest opportunity. The University ethical review process is normally completed within six working weeks. Section ‘Research Practice’ of the [Doctoral College Handbook](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers) has further information on ethics approval.  Failure to secure ethical approval at the earliest opportunity could impact on your ability to move your project forward. For example, you may not be able to undertake fieldwork until ethics approval is in place. |
| Academic integrity |
| At the University of Leeds, PGRs are part of an academic community that shares ideas and develops new ones. As part of this, you need to ensure that you know how to interpret and present other people's ideas and combine them with your own to produce academic work.  For information you can view the [policy on Investigating plagiarism in research work](https://ses.leeds.ac.uk/downloads/download/152/investigating_plagiarism_in_research_work) or visit the [Library website](https://ses.leeds.ac.uk/downloads/download/152/investigating_plagiarism_in_research_work).  An important part of academic integrity is making sure that you avoid plagiarism by correctly acknowledging the work of others. Plagiarism is defined as presenting someone else’s work, in whole or in part, as your own. Work means any intellectual output, and typically includes text, data, images, sound or performance.  The University has a range of resources available to support your understanding of this subject as instances of plagiarism, cheating, fraudulent or fabricated work will be taken [very seriously](https://www.leeds.ac.uk/secretariat/student_cases.html).  Further information is available in Section ‘Research Practice’ of the [Doctoral College Handbook](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers). |