



Quality and Standards Manual

Handbook G: Postgraduate Research Degrees

Arrangements for Wrexham University Policy

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1. Purpose

1.1 Since September 2015 the University of Chester (UoC) has acted as the validating body for Wrexham University's (WU) (formerly known as Glyndŵr University) research degree provision for new entrants. The UoC's principles and regulations, and policies and procedures apply to WU students taking UoC research degrees. This policy outlines deviations from those procedures, including how they are managed.

2. Roles and responsibilities

2.1 At WU:

- Head of Department will normally be taken to mean Head of Research Centre or Head of School as appropriate;
- the WU Research Degrees Committee will normally act as the Faculty;
- the Senior PGR Tutor for WU will normally provide the final sign off for most issues.

3. Admissions

3.1 WU applies UoC's admissions criteria. WU are responsible for the administration of applications. On conclusion of the WU application process, completed applications are reviewed by the UoC Senior PGR Tutor for WU for a final decision.

3.2 WU are responsible for all Tier 4 visa issues.

4. Supervisors

4.1 WU staff must meet the eligibility criteria in the **Supervision Policy** to be appointed as a Supervisor.

4.2 Students are normally supervised by WU staff but UoC staff can contribute to supervisory teams.

5. Annual Progress Monitoring

5.1 Annual Progress Monitoring outcomes are reported at WU's Research Degree Committee and UoC's PGR Awards Assessment Board.

5.2 If a University Progress Panel is required, it is held at WU or online. The Panel consists of:

- the chair of UoC Postgraduate Research Degrees subcommittee (or Deputy Chair) (as Chair);
- one academic from UoC;
- one academic from WU.

The Deputy Registrar from UoC and the WU Director of Student Planning and Administration (or nominees) attend. The WU Director of Student Planning and Administration (or nominee) services the Panel.

6. Staff training

6.1 WU delivers training to WU staff members on supervisor best practice, equality and diversity and internal examining.

7. Examiners

7.1 UoC formally appoints the Internal and External Examiners and the letter from WU Student Administration sets out the responsibilities of the External Examiner

7.2 WU confirms that the External Examiner has the right to work in the UK.

7.3 WU issues a contract to examiners and the letter must state that the examiners must "take instruction from UoC". WU is responsible for payment of fees and expenses. WU sets fees in agreement with UoC.

7.4 The Internal Examiner is normally a WU staff member but can be a UoC staff member.

7.5 WU arranges for vivas to be carried out in Welsh when this is requested.

8. Independent Chair

8.1. The Independent Chair is either:

- a Principal Supervisor at WU who has completed the Independent Chair training OR
- the Senior PGR Tutor for WU.

9. Monitoring and Review

9.1 The monitoring and review of WU's research programmes follows the procedures set out by UoC.

10. Student Complaints and Discipline

10.1 WU's complaints and discipline procedures must be followed and WU must inform UoC about complaints or discipline matters which reach the formal stage of the procedure. UoC can have a representative on panels convened under the formal stages of either procedure.

11. Awards

11.1 Students eligible for awards are reported at WU's Research Degrees Committee.

11.2 UoC's Awards Assessment Board makes the award.

12. Appeals

12.1 Appeals are dealt with under UoC's processes.

12.2 The PGR Academic Appeal Board relates to a WU student, it must include a WU representative.

13. Academic and Research Integrity

13.1 Suspected breaches of academic and/or research integrity are dealt with under UoC's processes, as amended by the operational agreement.

13.2 UoC and WU jointly conduct investigations into suspected breaches of academic and/or research integrity.

13.3 If required, the PGR Academic and Research Integrity Review Panel must include a WU representative.