



Quality and Standards Manual

Organisational Roles and Responsibilities Policy

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Approved by:	
Owner:	Postgraduate Research Studies
Contact:	W.Morris@chester.ac.uk
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SECTION 2: ORGANISATIONAL ROLES AND RESPONSIBILITIES

The organisation and management of postgraduate research degrees is undertaken in partnership between the Faculties and their departments, and the central administrative services of the University. The Postgraduate Research Programmes Subcommittee (on behalf of the Research and Knowledge Exchange Committee) has oversight of the policies and the quality assurance arrangements pertaining to the management of Postgraduate Research Degree programmes.

1. Faculties and departments

- 1.1. Each Faculty has responsibility for ensuring a viable research environment for the students it admits. Each Faculty must also ensure that its academic staff with responsibility for matters relating postgraduate research programmes are able to discharge their duties as required by this Handbook. At the discretion of the Faculty Dean, appropriate responsibilities may be devolved to individual departments. For the purposes of this section, the term 'Faculty' will be used to include those responsibilities which have been so devolved.

The University expects that each Faculty will:

- 1.1.1. Adhere to the minimum admissions requirements and processes outlined in this Handbook and, in all cases, only admit students to postgraduate research programmes in departments where it has assured itself that there exists an appropriate environment for learning about and conducting research.
- 1.1.2. Admit students to postgraduate research programmes in departments only where it has assured itself that there exists appropriate expertise and capacity to supervise students to a successful outcome.
- 1.1.3. At the point of admission, identify the members of each student's supervisory team and their individual roles and ensure that this is specifically communicated to the student.
- 1.1.4. Ensure that it has in place an induction schedule to coincide with each formal admission period covering, as a minimum:
 - 1.1.4.1. An explanation of the supervision arrangements and process by which satisfactory progress is evaluated.

- 1.1.4.2. Details of the opportunities available to engage with other research students and staff, both from within their specific research field and externally.
- 1.1.4.3. Details of training, both formal and informal, that students may avail themselves of to develop scholarly competence and independent thought appropriate to their research field.
- 1.1.5. Ensure an appropriate allocation of resources sufficient enough to support the facilities, resources, support and training required to supervise students to a successful outcome.
- 1.1.6. Ensure the maintenance and promotion of a scholarly environment conducive to learning about and conducting research within the Faculty and more broadly across the University. This may be achieved by, *inter alia*, nominating members of academic staff who actively contribute to training events, workshops and conferences for students and academic staff.
- 1.1.7. Ensure that students registered on a programme leading to the award of a postgraduate research degree have access to mechanisms for seeking ethical approval for their research in accordance with Section 9 of this Handbook.
- 1.1.8. Liaise with the administrative services of the University to ensure the smooth and timely operation of the procedures set out in this Handbook.
- 1.2. Each Faculty Dean must nominate normally one, but no more than two, members of academic staff of sufficient standing to the role of Senior Faculty PGR Tutor. The responsibilities of this role are described in each section of this Handbook.
- 1.3. Each Faculty must ensure that it is adequately represented at the committees and fora that the University establishes for the oversight and management of programmes leading to the award of postgraduate research degrees. The Senior Faculty PGR Tutor will normally represent the Faculty at:
 - 1.3.1. Meetings of the Postgraduate Research Programmes Subcommittee
 - 1.3.2. Meetings of the University's Awards Assessment Board
- 1.4. Where someone other than the Senior Faculty PGR Tutor is nominated to represent the Faculty at one of the meetings outlined in 1.3., the alternate so nominated must appear in the Accredited PGR Supervisor List.
- 1.5. The Faculty must nominate members of academic staff of sufficient standing to conduct independent progress assessments for students registered on programmes leading to the

award of a postgraduate research degree, in accordance with the requirements set out in Section 5 of this Handbook. The names of these nominees must be forwarded to Registry Services for inclusion on the list of Independent Assessors.

- 1.6. The Faculty must nominate members of academic staff who will act as an independent point of contact for students registered on programmes leading to the award of a postgraduate research degree. Wherever possible, each Faculty should ensure a sufficient number of academic staff to undertake this responsibility so as to ensure that students can raise academic or pastoral concerns independent of their Supervisory Team.

2. Individual Role Holders

- 2.1. Throughout this Handbook a number of processes are described which require the active participation of the following at various stages:
 - 2.1.1. The Head of Department
 - 2.1.2. The Senior Faculty PGR Tutor
 - 2.1.3. The Pro Vice-Chancellor (Research & Innovation)
- 2.2. Where these role holders are unavailable to act, either through incapacity or conflict of interest, other members of staff of equal or greater seniority may act in their place.

3. Postgraduate Research Programmes Subcommittee

- 3.1. On behalf of Research and Knowledge Exchange Committee, the Postgraduate Research Programmes Subcommittee has oversight of policies, procedures and quality management matters pertaining to postgraduate research programmes. The Postgraduate Research Programmes Subcommittee has a broad remit that covers research postgraduate programmes and research regulated elements of taught postgraduate programmes.

The Postgraduate Research Programmes Subcommittee is chaired by the nominee of the Pro Vice-Chancellor (Research & Innovation).

4. University's Awards Assessment Board

- 4.1. On behalf of Senate, the University's Awards Assessment Board determines the eligibility of students registered for a postgraduate research degree to continue with their programme of study and considers the recommendations of the examiners in respect of candidates who have completed their programme of study.
- 4.2. In respect of students registered on programmes leading to the award of a professional doctorate:

- 4.2.1 Where the examiners confirm that the student, has successfully completed the taught phase, their eligibility to progress to the research phase shall be formally reported to the University's Awards Assessment Board.
 - 4.2.2 Where the student indicates that they do not intend to proceed to the thesis stage, their eligibility for the award of the degree of Master of Professional Studies shall be considered by the Awards Assessment Board with responsibility for taught provision.
 - 4.2.3 Where the examiners indicate that the student, having submitted a thesis for examination, has not met the standard required for the award of a professional doctoral degree, the student's eligibility for a lesser award shall be considered by the Awards Assessment Board with responsibility for taught provision.
- 4.3 The University's Awards Assessment Board shall meet as often as is required to ensure the timely conduct of business and shall be constituted as follows:
- 4.3.1 Pro Vice-Chancellor (Research & Innovation) or Dean or Associate Dean of Faculty (Chair)
 - 4.3.2 Nominee(s) of each Faculty
 - 4.3.3 Head of Academic Quality and Standards
- The University's Awards Assessment Board shall be attended by:
- 4.3.4 Deputy Registrar and Head of Student Administration (or nominee)
 - 4.3.5 Representative of Academic Services
- 4.4 The University's Awards Assessment Board shall be deemed quorate when the Chair and representatives of the Faculties from which the candidates under consideration for award are registered, are present.